DOCUMENT RESUME

ED 142 145 HE 009 135

TITLE	Indiana University Academic Handbook.
INSTITUTION	Indiana Univ., Bloomington.
PUB DATE	76
NOTE	113p.
EDRS PRICE	MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS	Academic Standards; *Administrative Policy; Administrator Responsibility; Administrator Selection; Admission Criteria; Ancillary Services; Boards of Education; Cheating; College Admission; College Faculty; College Students; Educational Objectives; Educational Policy; Faculty Promotion; Fringe Benefits; Grading; *Higher Education; *Personnel Policy; School Calendars; *State Universities; Teacher Responsibility; Testing; Trustees
IDENTIFIERS	*Faculty Handbooks; *Indiana University

ABSTRACT

The 1976 Indiana University faculty handbook begins with a brief discussion of the university's objectives and ideals. The information, policies, and procedures that follow are applicable to all campuses of the university system. Topics covered include: the board of trustees, administrative organization of the university system, organization of the faculty, formal ceremonies, the academic appointee and his relationship to the university (appointment policies, administrator search and screening procedures, responsibilities and privileges, fringe benefits, and professional development), the academic appointee and his relationship to the student (admissions, examinations, grading, cheating, and a school-year calendar), and academic services. (MSE)

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Academic Handbook

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NATIONAL INSTITUTE OF EDUCATION

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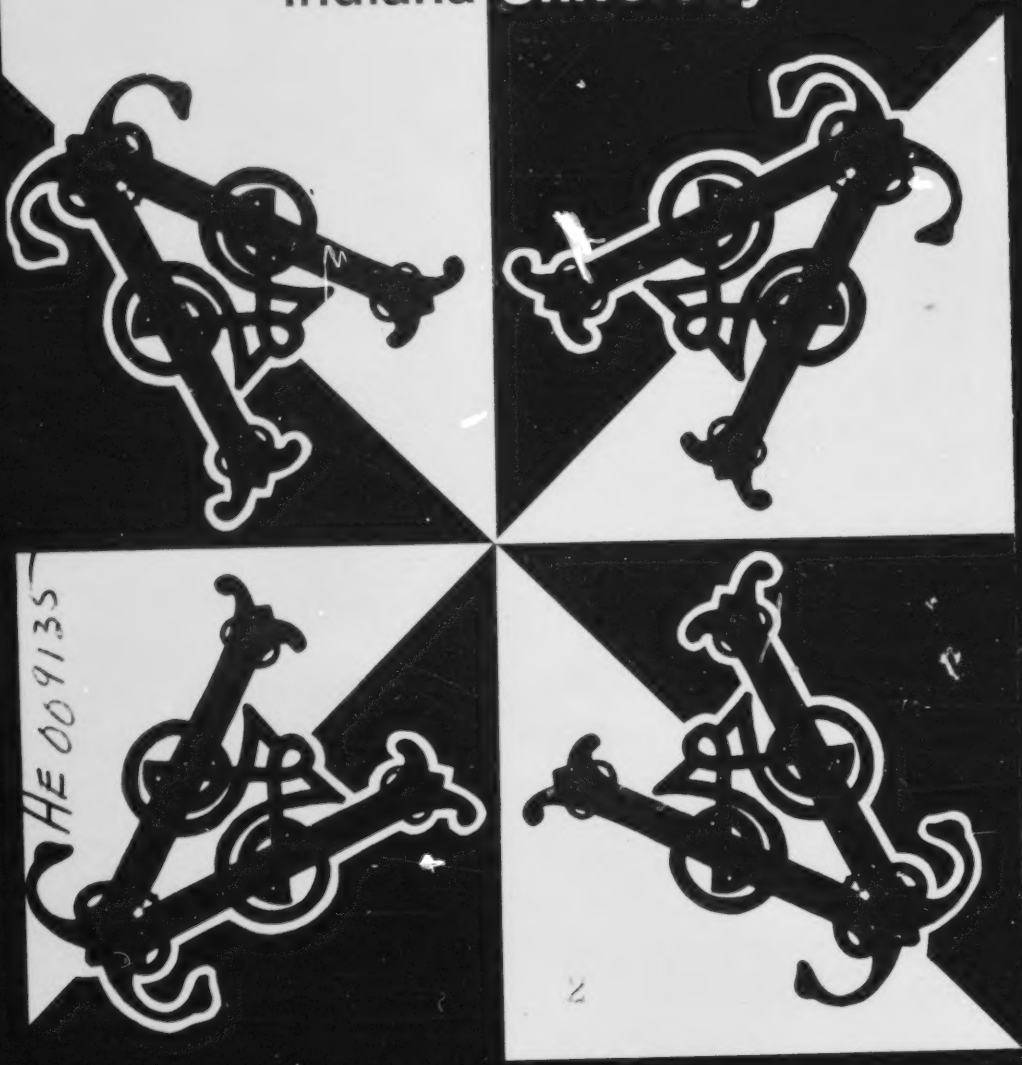
Indiana University



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Indiana University
Academic Handbook

The information, policies, and procedures set forth here apply to academic appointees on all campuses of the University. The University Faculty Council and/or administrative bodies and officers may develop new policies or modify these existing policies, when acting in accordance with authority conferred upon them by the Laws of the State of Indiana, the Board of Trustees, and the Faculty Constitution.

Some of the policies contained in this Handbook are written in general terms and are intended to serve as basic, minimal provisions for the University system. Accordingly, appropriate bodies and officers on the separate campuses are permitted, sometimes required, to develop more detailed policies and procedures applicable to the campus when acting in accordance with authority conferred upon them by the Laws of the State of Indiana, the Board of Trustees, and the Faculty Constitution. Such policies and procedures are published in campus-specific handbooks, manuals, or memoranda.

Faculty and staff who have suggestions for the correction and improvement of the Indiana University Academic Handbook should communicate these directly to the Office of the President and to the Dean of the Faculties or Vice-President/Chancellor* of the campus.

The information, policies, and procedures set forth here are based upon determinations of the Board of Trustees, the Faculty Council, and other official bodies and committees of the University, or reflect current administrative practice which is considered to be in conformity, or at least not to conflict, with appropriately sanctioned policy or regulations. The italicized entries appearing in parentheses following portions of the text indicate the basis of the immediately preceding provisions.

1976 Edition

*Note: Throughout the Handbook, there are numerous references to the "Vice-President/Chancellor" of the campus. At I.U. East, the "Dean" is the equivalent officer.

I. Governance of the University

THE UNIVERSITY'S OBJECTIVES AND IDEALS

The primary objective of Indiana University was well expressed in the statute of 1837-38 by which the already established Indiana College was transformed into a university. This statute provided that "there shall be established and hereby is created a university—for the education of youth in the American, learned, and foreign languages, the useful arts, sciences, and literature, to be known by the name and style of the Indiana University."

The faculty of the University, in keeping faith with the founders of the institution, has always accepted as a primary responsibility the effective teaching of the young men and women who enroll as students in the institution. The members of the faculty have always prided themselves upon the quality of their teaching. While faculty members may, on occasion, have had to curtail other services and activities, they have always insisted on assuming individual responsibility for the best teaching possible in their classes. The attitude has been to set forth the material of one's course thoroughly, clearly, and with enthusiasm; to stimulate and encourage one's students to exert the effort required for successful work; and to feel, when students fail, that, at least sometimes and in some measure, failure is the fault of the teacher as well as of the student. Because of this attitude, the individual teacher continuously studies the effectiveness of teaching methods and devices with a view to increasing the effectiveness of his or her effort. A university without students is unthinkable. So long as it exists, therefore, an institution of this kind depends upon its students, and the teaching of these students remains the primary reason for its continued existence.

There are, of course, other objectives which, in the course of the development of institutions of higher education in America and

elsewhere, have become matters of increasing concern and interest on the part of the faculties of universities. Chief among these is the contribution of the faculty outside the classroom to the general welfare of society and its institutions. This contribution involves studies, research, and publication. These serve to provide information and to advance our understanding of the world of nature and of man and of man's role in nature and in society. Indiana University prides itself upon the contributions of its faculty along these lines and looks forward to the contributions that will be made by each new appointee. Through the years of the institution's history, those who have guided the destinies of the University have accepted as their philosophy the basic principle that a university is not merely an association of teachers but, rather, that the faculty of a university must be composed of scholars who are effective teachers.

THE TRUSTEES OF INDIANA UNIVERSITY

The Trustees, sometimes called the Board of Trustees, comprises nine persons, each selected for a term of three years. Five are selected by joint action of the Indiana State Board of Education and the Governor of Indiana; three are elected by degree-holding alumni of the University; one student is appointed for a two-year term by the Governor following a search and screen procedure. The terms are so arranged that one member is elected each year by the alumni; the number to be selected by joint action varies from year to year. The Board is required by statute to meet once annually on the occasion of Commencement, but usually meets monthly in public on one of the several campuses of the University which provides an opportunity for direct contact with the University's several communities of faculty and students.

The Board of Trustees is charged by statutes of the State of Indiana with duties and responsibilities including but not limited to the following:

(a) To govern the disposition and method and purpose of use of the property owned, used, or occupied by the institution, including the governance of travel over and the assembly upon such property;

(b) To govern, by specific regulation and other lawful means, the conduct of students, faculty, employees, and others while upon the property owned by or used or occupied by the institution;

(c) To govern, by lawful means, the conduct of its students, faculty, and employees, wherever such conduct might occur, to the end of preventing unlawful or objectionable acts which seriously threaten the ability of the institution to maintain its

facilities available for performance of its educational activities or which are in violation of the reasonable rules and standards of the institution designed to protect the academic community from unlawful conduct or conduct which presents a serious threat to person or property of the academic community;

(d) To dismiss, suspend, or otherwise punish any student, faculty member, or employee of the institution who violates the institution's rules or standards of conduct, after determination of guilt by lawful proceedings;

(e) To prescribe the fees, tuition, and charges necessary or convenient to the furthering of the purposes of the institution and to collect the same;

(f) To prescribe the conditions and standards of admission of students upon such bases as are in its opinion in the best interests of the state and the institution;

(g) To prescribe the curricula and courses of study offered by the institution and to define the standards of proficiency and satisfaction within such curricula and courses;

(h) To award financial aid to needy students and award scholarships in encouragement of excellence of achievement out of the available resources of the institution as shall seem desirable and in the best interests of the institution and its students;

(i) To cooperate with other institutions to the end of better assuring the availability and utilization of its total resources and opportunities to provide excellent educational opportunity for all persons. (I.C. 20-12-1)

As is evidenced by the listing of duties and responsibilities, the Board is the corporate body charged with a wide range of policy-making and decisional authority by the General Assembly of the State, which grants the powers executed by the Trustees. Also, other statutes provide that certain actions may be taken by the Trustees only after approval of the Commission for Higher Education of the State of Indiana, a body designed to assure the most effective deployment of higher education resources, both public and private, within the state.

A full-time Secretary is appointed by the Board. The Secretary's office stands ready to receive items of business appropriate for Board consideration.

(State Statute)

ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

The Indiana University System

The organization of Indiana University is a result of evolving educational opportunities and services to the state, nation and world. It is

a multi-campus university operating under a single Board of Trustees and administered through the Office of the President.

Many academic units have geographic-specific responsibilities on their respective campuses. Several professional schools and the Graduate School have responsibilities for programs on two or more campuses of the University. Still a third group—largely in the health sciences—has programmatic responsibilities on campuses of other public and private universities as well.

Some of the professional and graduate programs on the two largest campuses—Bloomington and Indianapolis—are consolidated administratively in an effort to maximize program effectiveness. Other schools and colleges are working toward more effective coordination of their programs across campuses. The offices of the Vice Presidents for IUB and IUPUI have responsibility for (1) administering those programs and activities which are unique to their respective campuses, (2) assuming primary administrative direction for those programs and activities which are conducted on both campuses but, because of their nature, are best administered by only one vice presidential office, and (3) assuming primary administrative direction for those programs and activities that are common to several or all campuses of the University, but which because of their nature, are best administered by only one vice presidential office; e.g. the School of Public and Environmental Affairs by IUPUI or the University Libraries by IUB. This results in a measure of integrated organization for the two campuses, which constitutes a consolidated central academic core for the University.

The Indiana University System also includes six regional campuses, geographically distributed in the state so as to provide educational programs and services to all major population centers. Each of these campuses is organized with its own administration. The chief administrative officer, the Chancellor (at I.U. East, the Dean), reports to the President through the Executive Vice-President.

Office of the President

The Office of the President consists of the President, the Vice Presidents, the Treasurer and their respective staffs. The Office of the President is designed to provide certain important services to all eight campuses of the System. These services include Budgetary Planning and Analysis, Legal Services, Information and Computer Services, International Programs, Research and Development, Learning Resources, and Public and Governmental Relations as well as several other major functions enumerated below under the respective office descriptions. The principal officers maintain functioning offices in both Indianapolis and Bloomington.

President
The President is the chief executive of the University, and is responsible for the operation of the entire University System within the framework of general policies provided by its Board of Trustees in keeping with the laws of the state.

The President is directly accountable to the Board of Trustees for accomplishing the objectives of Indiana University, for determining missions and priorities for its several elements, and for the effective and economical planning, utilization, and management of its resources. The President is also charged with responsibility for keeping the Indiana Higher Education Commission, as well as the Indiana University Board of Trustees, informed on current and long-range plans and developments. The President recommends to the Board of Trustees policies and decisions that will enable the University to cope with its many publics and a rapidly changing environment.
The President is responsible for the external relations of the University System with governmental and private agencies at all levels and represents the University at major functions.

Vice-Presidents
The Vice-Presidents all have executive responsibilities as members of the Office of the President where they function with the President as a team. In addition, they have functional authority over the work assigned directly to their units as it relates to policymaking and coordination for their respective functional areas on a university-wide basis. Where operating authority is involved, as in the case of a university-wide program operating from their respective units, they exercise ultimate line authority.

Executive Vice-President
The Executive Vice-President acts for the President in his absence, assumes special assignments at the direction of the President, and discharges a number of administrative and representative functions that the President's official position requires. This position is viewed primarily as an extension of the chief executive's functions. Specific functions of the Executive Vice-President include International Programs, overall direction of Research and Development, and Learning Resources. The portfolio of the Executive Vice-President is flexible and is designed to accommodate readily to organizational changes and modifications.

Vice-President (Bloomington)
The Vice-President (Bloomington) provides general supervision and academic leadership on behalf of the President, for the College of Arts and Sciences, the Graduate School, the School of Education,

Board of Trustees
President
Executive Vice President
Assistants to the President
University Legal Counsel
Vice President University Relations
Vice President Administration
Treasurer
Vice President (Indianapolis)
Vice President (Bloomington)
Chancellors and Dean Regional Campuses

the School of Music, the Indiana University School of Law-Bloomington, the Graduate Library School, the School of Health, Physical Education, and Recreation, and the University Libraries.

Vice-President (Indianapolis)
The Vice-President (Indianapolis) provides general supervision and academic leadership on behalf of the President, of the School of Medicine, the School of Dentistry, the School of Nursing, the School of Optometry, the Division of Allied Health Sciences, the Indiana University School of Law-Indianapolis, the School of Social Service, the School of Business, the School of Public and Environmental Affairs, the School of Physical Education, the School of Liberal Arts, the Herron School of Art, the School of Continuing Studies, the Division of General and Technical Studies, and, with the cooperation of Purdue University, the School of Science and the School of Engineering and Technology.

Vice-President for Administration
The Vice-President for Administration is responsible for the efficient management of a wide range of all-University functions. Specific duties include the administration and coordination of Budgetary Planning and Analysis, Budgetary Administration, Information and Computing Services, University Registrar, Faculty Record Systems, Safety and Security, Intercollegiate Athletic Programs, Affirmative Action, Scholarships and Financial Aids, Long-Range Planning, Internal Auditing, the I. U. Press, and the University Archives.

Vice-President for University Relations
The Vice-President for University Relations is responsible for university-wide supervision and coordination of alumni affairs, public information services, public relations and governmental relations. Specific responsibilities include the Alumni Office, the News Bureau, University Relations, University Publications, government and community relations, media relations, and protocol.

Treasurer
The Treasurer is the principal fiscal officer of the University and sees to it that the financial and business operations serve the academic programs of the University and its several campuses. The incumbent has been elected annually to serve as the Treasurer of the Board of Trustees. Financial policy formulation, business management, investments, centralized accounting, non-academic personnel, physical facilities, and purchasing activities are some of the specific activities under the direction of the Treasurer. Direct functional support and guidance is provided to all business managers throughout the University.

Chancellors and Dean

The Chancellors at I.U. - P.U. at Ft. Wayne, I.U. at Kokomo, I.U. Northwest (Gary), I.U. at South Bend, and I.U. Southeast (New Albany), and the Dean at I.U. East (Richmond) are the chief administrative officers of those campuses and report to the President.

ORGANIZATION OF THE FACULTY: UNIVERSITY FACULTY CONSTITUTION

Note: This constitution was ratified by the University Faculty on November 20, 1973 and amended in 1974, prior to the 1974 reorganization of the University. Its language reflects titles and organization which were in effect prior to the 1974 reorganization.

ARTICLE I. THE FACULTY

Section 1. The Faculty

The President, professors, and instructors shall constitute the faculty of Indiana University.

Section 2. Voting Faculty Membership

a. All faculty members on tenure or accumulating credit toward tenure shall be voting members of the faculty.
b. The voting members of the faculty shall exercise the powers of this Constitution. The voting members of individual campuses may extend voting privileges to others on matters of individual campus significance.
c. Faculty members shall vote on the campus of their primary appointment and be counted there for purposes of representation.

Section 3. Certification of the Faculty

By December 1, and thereafter as appointments by the Trustees occur, the President shall communicate to the Secretary of the Faculty the names, rank, tenure status, full-time or part-time status, and campus of primary appointment of all persons holding academic appointments, as certified by the Chancellor of each campus.

ARTICLE II. AUTHORITY OF THE FACULTY

Section 4. Source of Powers

Subject to the limitations imposed by the laws of the State of Indiana, this constitution confirms and establishes in the faculty the power and duties herein specified.

Section 5. Legislative Authority

a. The faculty has legislative authority in the following areas:
    1. Standards of admission and retention of students.
    2. Determination of curriculum.
    3. Class scheduling and University calendar.
    4. Determination of faculty status.

5. Standards and procedures for faculty appointments.
6. Creation of faculty governing bodies on each campus and determination of their powers.
7. Standards and procedures concerning faculty promotion and tenure.
8. Standards and procedures concerning faculty conduct and discipline.
9. Standards and procedures for the appointment of academic administrative officials.
10. Standards and procedures concerning athletics.
11. Standards and procedures concerning student conduct and discipline.
12. The conferring of degrees.
13. Such other authority that may be subsequently delegated by the Trustees.
14. Other educational policies of the University.

b. Legislative authority means the power to establish policies and to determine procedures for their implementation subject to the Board of Trustees, the laws of the State, and other provisions of this Constitution.

Section 6. Consultation of the Faculty

a. The Trustees and University administrative officials should consult with the faculty concerning:
   1. Decisions regarding the University's existing or prospective physical resources.
   2. Allocation of the University's resources among competing demands (i.e. budgeting).
b. This consultation may take a variety of forms, chief among which should be consultation with elected faculty representatives, in particular the University Faculty Council or the campus governing body.
c. The Board of Trustees and University administrative officials should keep the faculty adequately informed in an appropriate manner concerning all policies.

Section 7. Exercise of Faculty Authority

The legislative and other authority of the faculty shall be exercised on each campus by the faculty of that campus, in accordance with the faculty constitution of that campus. When the President of the University or the faculty governing body of any particular campus decides that any matter within the jurisdiction or competence of the faculty should be subject to a common policy for the entire University system, such matters shall be placed on the agenda of the University Faculty Council, and any policy or decision by the University Faculty Council with regard to such matter shall supersede any policy or

decision of the faculty or faculty governing body of any particular campus to the extent that they are inconsistent.

ARTICLE III. OFFICERS AND MEETING OF THE UNIVERSITY FACULTY

Section 8. Presiding Officer

The President of the University shall be the presiding officer of the University faculty. The Secretary and Parliamentarian of the University Faculty Council will hold the corresponding offices for the faculty.

Section 9. President's State of the University Report

During each academic year the President will present to the faculty a report on the state of the University, summarizing the operation of the preceding academic year, and making such recommendations to the faculty, and calling such problems to their attention as he or she deems pertinent.

Section 10. Meetings of the Faculty

Meetings of the faculty may be called by the President and shall be called by the Secretary of the University Faculty Council on request of the University Faculty Council or on petition signed by voting members numbering no less than five percent of all voting faculty members.

Section 11. Notice of Meetings

Except in the case of an emergency declared by the President, the Secretary of the University Faculty Council shall notify by mail each voting member of the faculty at least three weeks in advance of the date of the meeting.

Section 12. Quorum

Ten percent of all voting members of the faculty shall constitute a quorum for all meetings of the faculty.

Section 13. Resolutions of Faculty Meetings

Meetings of the faculty may adopt resolutions and recommendations. All resolutions adopted by meetings of the faculty will be submitted by mail by the Secretary of the University Faculty Council, within the week following the date of the meeting, to the voting members of the faculty. Such resolutions will come into force after approval by a majority of the votes cast.

Section 14. Record of Meetings

The Secretary shall prepare, in triplicate, the minutes of all faculty action. He or she shall retain the original in his or her own office and file one copy with the President and one copy with the University Faculty Council.

ARTICLE IV. UNIVERSITY FACULTY COUNCIL

Section 15. Membership of University Faculty Council

a. The voting membership of the University Faculty Council shall be composed of elected faculty, ex officio members, professional librarians, and students. The number of elected faculty representatives from each campus shall be one representative for each 100 voting faculty members on the campus. Fractions over 50 will entitle the campus to an additional representative. Each campus shall have at least one elected faculty representative.

b. The ratio of elected faculty members to ex officio administrative voting members shall be at least four to one.

c. Ex officio voting members of the University Faculty Council shall include:
   1. The President of the University
   2. A University vice-president chosen by the President
   3. The Chancellor of IUB
   4. The Chancellor of IUPUI
   5. The Chancellor of Regional Campus Administration
   6. Additional members to represent regional campuses chosen from and by the Chancellors of the regional campuses, the number to be determined by Section 15.b.

d. Voting membership of professional librarians shall consist of one representative per 100 professional librarians or major fraction thereof to be chosen by the professional librarians of the University in accordance with procedures adopted by them.

e. Voting student membership on the University Faculty Council shall consist of two students from IUB, two from IUPUI, and two representing the regional campuses. Student representatives shall be selected in accordance with procedures adopted by their constituent bodies.

f. The chief administrative officers of regional campuses who are not voting members of the Council in accordance with Section 15.c. shall be non-voting members.

g. Whenever a new campus is established, the President shall so certify to the Secretary of the University Faculty Council. The new campus thereupon shall be entitled to be represented on the University Faculty Council.

Section 16. Election of Members

a. Elected faculty members of the University Faculty Council shall be voting members of the University faculty from the several campuses of the University. They shall be elected by the members of the faculty of each campus in accordance with procedures to be determined by each campus.

b. For purposes of organization each campus shall certify to the Secretary persons elected from that campus to serve on the University Faculty Council during the ensuing year.
c. Members of the University Faculty Council may appoint alternates to serve in their places at any University Faculty Council meeting.
d. Any elected faculty member of the University Faculty Council, who is to be absent for a semester or longer, shall be replaced, for the duration of the absence, by the campus faculty governing body.

Section 17. Term of Office

a. The term of office of elected faculty members on the University Faculty Council shall be for two years beginning with the organizational meeting following their election.
b. Elected faculty members of the University Faculty Council shall be eligible for re-election at the end of their term. After serving two consecutive terms on the Council, a member is ineligible for re-election until a period of one year has elapsed.

Section 18. Organization

a. Officers
    1. The President of the University shall preside at the meetings of the University Faculty Council or designate a temporary presiding officer. In their absence, the Agenda Committee shall appoint a presiding officer.
    2. The University Faculty Council shall elect from its membership the Secretary, the Parliamentarian, and the Agenda Committee. The Secretary shall be the chairman of the Agenda Committee.
b. Regular Meetings
    1. The University Faculty Council shall hold at least one regular meeting during each semester of each academic year.
c. Bylaws
    1. The University Faculty Council shall adopt its own bylaws.

ARTICLE V. BOARDS OF REVIEW

Section 19. Faculty Boards of Review

a. Each campus faculty governing body shall establish a Faculty Board of Review. The University Faculty Council shall establish minimum standards for uniform hearing procedures.
b. The Faculty Boards of Review shall consider complaints of faculty members concerning academic freedom, reappointment, tenure, promotion, salary adjustment, and the nature or conditions of work. Any member of the faculty desiring a review of University action in these stated areas shall request in writing a review by the Faculty Board of Review at that campus.
c. The campus Board of Review shall consider the complaint and make recommendations for disposition of a case, and furnish copies to the campus chancellor and the aggrieved faculty

member. The campus chancellor shall give the faculty member his or her written decision, with a copy to the Board of Review.

d. A further appeal may be made to the President of the University and Board of Trustees, who shall review the record and notify in writing the campus chancellor and concerned faculty member of their decision, with a copy to the Board of Review.

ARTICLE VI. AMENDMENTS

Section 20. Amendment Procedure

a. Amendments to the Faculty Constitution may be initiated in three ways:
   1. A majority of the University Faculty Council may propose an amendment or amendments to the Faculty Constitution at a meeting of the University Faculty Council.
   2. A majority of a meeting of the faculty of Indiana University may propose an amendment or amendments to the Faculty Constitution, timely notice having been given as to the purpose of such a faculty meeting.
   3. A petition signed by 15 percent of the voting members of the faculty may propose an amendment or amendments.

b. If an amendment has been initiated in one of the ways listed in 20.a., the Secretary of the University Faculty Council shall circulate the document and background information to the voting members of the faculty.

c. At least one week and not later than three weeks after receipt of the document and background information, the Secretary of each campus governing body shall hold a hearing on the proposed amendment or amendments, which hearing shall be open to all members of the faculty.

d. At least one week and not later than three weeks subsequent to such hearings, the Secretary of the University Faculty Council shall mail a ballot on the proposed amendment or amendments to all voting members of the University faculty, such ballot to be accompanied by a summation of arguments, both pro and con.

e. A majority of those voting by mail as well as a majority of those voting on each of a majority of the campuses shall be necessary for the adoption of the amendment or amendments. The Secretary of the University Faculty Council shall count the ballots and circulate the results to the faculty.

(Faculty approval)

By-Laws of the University Faculty Council

Adopted, April 16, 1974

1. Robert's Rules of Order shall govern the conduct of the meetings of the Faculty Council except insofar as the bylaws may make express provision to the contrary.

2. The meetings of the Faculty Council shall begin at 1:30 p.m. and adjourn at 4:30 p.m. unless a later adjournment is agreed to unanimously. The Agenda Committee may, providing due notice to the faculty, fix a different time for a regular meeting or call a special meeting.
3. The presence of a majority of the members of the Faculty Council shall constitute a quorum.
4. The Secretary of the Faculty, from the lists submitted by the President as required in Section 3 of the Constitution, shall determine for each campus the number of representatives to which it is entitled and forward the lists, with this determination, to the Secretary on each campus. The campus Secretaries shall certify to the Secretary of the University Council by March 30 the names of those faculty who will represent that campus on the University Faculty Council.
5. At the April meeting the voting members of the Council as it will be constituted in the ensuing year shall elect a Secretary, additional members of the Agenda Committee, and a Parliamentarian. Nominations for these posts shall be submitted by a Nominations Committee, consisting of three members appointed by the incumbent Agenda Committee from among the elected members who will constitute the Council in the ensuing year.
6. The duties of the Secretary shall be as follows:
   a. Keep comprehensive minutes of the proceedings and actions of the Faculty Council. The taped recording of a meeting of the Faculty Council will be retained for 12 months by the Secretary for reference by any interested member of the faculty.
   b. Prepare a summary of the activities of the Faculty Council each year and distribute it to the general faculty.
   c. Serve as Chairperson of the Agenda Committee.
   d. Report in the minutes the names of those present at a Faculty Council meeting. In addition to absences, names of alternates present shall be reported.
   e. As soon as possible after each meeting of the Council circulate the unapproved minutes of the meeting, Faculty Council documents, and the time, place, and agenda of the next meeting to all members of the faculty, Council members, professional librarians, the Treasurer, the Registrar, the Director of the News Bureau, and the Secretary of the Board of Trustees.
7. The Agenda Committee shall be composed of the Secretary, who shall serve as Chairperson, and five additional members of the Faculty Council. Three members shall be from I.U.B., two from I.U.P.U.I., and one from a Regional Campus. The functions of the Agenda Committee shall be as follows:
   a. The agenda of the Faculty Council shall be determined by the

Agenda Committee. All communications, including those from individual faculty members, requesting Faculty Council action, study, or advice shall be placed on the agenda or be referred to an appropriate body or committee for consideration. In the latter case, the Agenda Committee shall report its action to the Faculty Council which may, with the concurrence of a simple majority vote, request the Agenda Committee to place a referred item on the agenda.

b. The Agenda Committee shall prepare the final draft of any new legislation approved by the Faculty Council.
c. Emergency items should be referred to the Agenda Committee before being given precedence on the agenda.
d. The Agenda Committee at any time may request the Faculty Council to determine the implementation and the effect of any past legislation or action, or to reconsider any past legislation.
e. Any faculty member on request prior to a meeting shall be invited by the Agenda Committee to participate without vote in the meeting, subject, however, to the exercise by the Agenda Committee of its responsibility for taking varied points of view into account and for the efficient management of the Council's time. On its own initiative, the Agenda Committee may invite any nonmember to participate in the discussion of matters of particular interest. Faculty members, students, members of the University staff, and of the press, are welcome to attend meetings of the Council, subject to the adequacy of available space. The Agenda Committee may invite the general faculty to participate in special meetings of the Council to be governed by *ad hoc* rules adopted by the Agenda Committee.
f. At the request of the President of the Agenda Committee, or on its own motion, the Council may meet in Executive Session.

8. The Council shall choose its standing committees by the last spring meeting on the basis of nominations submitted by the Nominations Committee. Each committee shall have at least two members who are members of the Council, one of whom it shall choose as its chairperson. Other faculty members may be enlisted to serve on subcommittees of its creation. The standing committees shall include: Educational Policies Committee, Faculty Affairs Committee, Student Affairs Committee, Style and Rules Committee.
9. Faculty Council members may appoint alternates to serve in their place at any meeting. Any elected member of the Faculty Council who is to be absent for a semester or longer shall be replaced during that period by the nominee who was next in order of votes in the same election and who is from the same election unit.

(Faculty Council approval)

University Faculty Committees

There is a wide range of faculty participation in the governance of the University through University-wide committees, the memberships of which are appointed by University administrative officers or by the University Faculty Council. Extensive use is also made of faculty committees at the campus, college, school, and division levels, and within individual departments. Both standing and *ad hoc* committees function. Specific information on committee composition can be obtained from the Office of the President.

FORMAL CEREMONIES

Most formal ceremonies and all Commencements are now campus specific. An exception is the Indiana University Founders Day ceremony, which is held in Bloomington in the spring of each year. The President participates in Commencements, Founders Day, official dedications, and other formal ceremonies.

Faculty participation in Founders Day, Commencements, and official dedications is urgently desired. Notices detailing arrangements for such participation are sent out well in advance.

II. The Academic Appointee and the University

ACADEMIC STATUS

Full-Time Faculty

Full-time faculty are appointed in the ranks of Professor, Associate Professor, Assistant Professor, and Instructor, except in the cases of distinguished ranks noted on page 64. The rank of the initial appointment is determined by such factors as teaching and research experience, public service, and degrees held. While other academic ranks and titles exist, only full-time service in the above mentioned faculty ranks counts in reckoning (1) eligibility for sabbatical leaves and (2) the permissible number of years of probationary appointment, prior to the tenure decision.

Appointees to deanships and other administrative positions at Indiana University retain academic titles held at Indiana University at the time of their appointment to administrative office, unless otherwise specifically stipulated.

(Board of Trustees action; Faculty Council action; current practice)

Full-Time Librarians

A system of ranks analogous to and modeled on faculty ranks obtains for full-time professional librarians. These are: Librarian, Associate Librarian, Assistant Librarian, and Affiliate Librarian. The status of Librarians holding titles under this rank system is closely analogous to that of regular full-time faculty.

(Board of Trustees action)

Other Academic Positions

Appointments to other academic positions are made as needs arise. Neither full- nor part-time service in such positions counts as part

of a pre-tenure probationary period. (See Tenure, pp. 22-30). Fringe benefits of appointees to other academic positions may well differ from those of full-time faculty, and are explained to each individual at the time of appointment. Such other academic appointments include:

Visiting Faculty and Librarians
Visitors are appointed for definite terms at a visiting rank appropriate to their past experience.

Adjunct Faculty and Librarians
This title is used where the status conferred by such a title is deemed important and in a variety of circumstances ranging from those where the appointees are contribuuting their services gratis, for a limited period and on a part-time basis, to other cases in which the appointees are compensated for part of their time.

Lecturers
The duties of a Lecturer are usually closely analogous to those of a faculty member. In ordinary cases a Lecturer will lack some of the qualifications for faculty status. At the beginning of the semester following completion of all qualifications such Lecturers are transferred to faculty rank. All appointees in Lecturer status are reappointed on an annual basis.

Part-Time Lecturers and Part-Time Faculty
Individuals holding these positions devote only part of their time to the duties of a lecturer or faculty member. They may also be gainfully employed in other activities, either with Indiana University or elsewhere. Thus a *full-time employee* of Indiana University may still be a *part-time faculty member*. Appointment as part-time faculty member or lecturer is on an annual, an academic year, or a semester basis.

Research Associates
Such nonstudent appointments are for limited periods to work on specific (often externally funded) research projects.

Associate Instructors
This title is used for graduate students who are part-time appointees and who engage in activities typical of a teacher. An Associate Instructor is responsible for assigning grades for at least a portion of a course, and has direct contact with students. Typical activities include, but are not necessarily limited to, lecturing, tutoring, and laboratory instruction.

Other Student Academic Personnel
Students hold positions as Research Assistants, as Undergraduate Assistants, as Graduate Assistants, and as Faculty Assistants. All student appointments are part-time and temporary.

Additional Academic Personnel

While the above categories cover most academic appointees they are not exhaustive. Certain University officers who do not hold faculty ranks and interns in various programs are academic appointees. The above listing seeks simply to identify the major categories of appointees who participate in and help to perform the academic mission of the University.

(Current administrative practice)

APPOINTMENT POLICIES

Equal Employment Opportunity

It has long been the policy of Indiana University to offer equal opportunity in all matters relating to employment, whether as faculty or otherwise, without regard to race, creed, color, national origin, age, or sex. Two resolutions of the Board of Trustees (July 1, 1967, and November 21, 1969) require administrative officers of the University to give effect to the policy of equal employment opportunity. Another resolution of the Board, adopted October 16, 1970, and the University Affirmative Action Plan, adopted on June 29, 1974, direct the establishment of an Affirmative Action Program to ensure compliance with recognized standards for Equal Employment Opportunity and to engage in good faith efforts to increase access of women, minorities, and others to all phases of university life.

Each campus provides the services of an Affirmative Action Officer for purposes of advising and monitoring recruitment efforts and procedures, salaries, conditions of work, and employment practices and policies. Each campus chief administrator has designated units for the purpose of achieving Affirmative Action goals.

(Board of Trustees action)

Employment—Nepotism

1. General Provisions
   a. No person shall be recommended for employment on an appointment basis who is related by blood or marriage to a member of the State Board of Education, or to a member of the Board of Trusteees of Indiana University.
   b. It is contrary to university policy that any full-time, part-time, or temporary employee be employed in of transferred to a position which establishes an immediate supervisor/employee relationship between two individuals who are related by blood or marriage.
   c. The degrees of relationship included in the above restrictions are as follows:
      By blood: Parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin.

By marriage: Husband, wife, stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-sister, half-brother, uncle, aunt, nephew, niece.

d. Determination of "immediate supervision" in each instance is made by the appropriate Vice President or Chancellor who takes into account the day-to-day functions of supervision and whether or not the supervisor is the sole person competent to judge such issues as hiring, retention, promotion, and salary. The Vice-President or Chancellor brings to the attention of the Board of Trustees, before appointment or transfer, instances in which two members of the same family will be employed in the same unit and will demonstrate that immediate supervision is not involved.

2. In the event of marriage between University appointees creating a relationship not in accord with the provisions of paragraph 1.b., one of the persons affected must give up that position by the end of the fiscal year or within six months from the date the relationship was established, whichever is the greater period, but may be re-employed in another position compatible with the provisions of paragraph 1.b.
3. In the recruitment of new academic appointees, the university adheres strictly to its current anti-nepotism policy. Because the implementation of this policy may work a severe hardship on *current* employees and may tend to cause more of an adverse impact upon one sex than another, the administration is authorized to institute alternative procedures on a trial basis to cover situations of potential nepotism involving *current* employees. These procedures are to be carefully monitored and evaluated.
4. Stipends to students as scholarships, fellowships, or assistantships shall not constitute employment within the provisions of this regulation.
5. Whenever a person recommending, or considering the acceptance of, an appointment to a staff, faculty, or other position has reason to believe that a relationship by blood or marriage of the kind described exists or may exist, the facts should be reported to the Office of University Counsel and Chancellor or Vice-President of the unit so that a determination may be made prior to the actual appointment.

(Board of Trustees action)

Appropriate Duties of Employees ("Ghost Employees")

Indiana law (I.C. 35-22-8) prohibits the hiring by any public institution of any person who is assigned duties not related to the operation of such institution when such person is paid by public funds. No person is knowingly to receive public funds in compensation for duties not

related to the operation of the public employer. Penalties are provided by law which may fall *both* on the employee and upon the authority who appoints such as employee or permits such payment for duties not related to the public employer.

Any situation which seems to be proscribed by the law, as stated above, should be brought to the attention of the Office of University Legal Counsel so that a determination may be made and appropriate action may be recommended.

(State Law)

Appointment Dates

This policy is followed for determination of the precise span of time during which the mutual obligations of an employer-employee relationship exist for the purpose of proration of pay, when such proration is necessary, and for fringe benefit entitlements.

Academic year appointments begin on the day one week prior to the first day of the major registration for First Semester at the campus and terminate on the day of Commencement at the campus.

Appointments for the First Semester begin on the day one week prior to the first day of the major registration for First Semester at the campus and terminate on December 31.

Appointments for the Second Semester begin on the day one week prior to the first day of the major registration for Second Semester at the campus and terminate on the day of Commencement at the campus.

Appointments for various Summer Sessions begin on the first day of the major registration for the Session at the campus and terminate on the last day of the Session.

Resignations and other terminations effective at the end of these periods of appointment should be dated to correspond to the ending dates of the periods as defined above.

(Administrative practice)

SEARCH AND SCREEN PROCEDURES FOR INDIANA UNIVERSITY ADMINISTRATORS

Administrative officers holding positions which bear directly on the teaching/research mission of the university shall be chosen through a formal process referred to as search and screen. These procedures shall apply to the offices of the President, the Vice-President for Indianapolis and Bloomington campuses, the chief administrative officers of the regional campuses, the Dean for International Affairs, the Dean

for Learning Resources, and any other system-wide university officers serving with equivalent responsibilities under different titles.

The Executive Vice-President and the Vice-President for Administration, and equivalent officers under different titles shall be nominated by the administrative office they assist, and each nomination shall be submitted to a joint committee composed of members of the University Faculty Council's Agenda and Nominations Committee for their recommendation prior to presenting it to the Board of Trustees for approval.

When the position to be filled bears on the teaching/research mission of the university, a majority of the members of the search and screen committee shall be from the faculty. Further, in searching for the chief administrative officer for a particular campus, a majority of members shall be chosen by the appointing officer from a list of faculty on that campus recommended by an appropriate campus faculty body. In the case of system-wide officers, including the Bloomington and Indianapolis Vice-Presidents, the number of faculty recommended from among the Bloomington, Indianapolis, and regional campuses shall be in rough proportion to the degree these campuses fall under the jurisdiction of the administrative position being filled. The University Faculty Council's Nominations Committee will be charged with submitting a list of prospective search and screen committee members for approval by the University Faculty Council for submission to the appointing officer. The lists should contain roughly one-third more names than requested by the appointing officer so as to provide him or her some choice in appointing faculty to the committee.

Appointing officers shall make their requests for the creation of search and screen committees in such a manner that ample time is available for the process, so that "acting" appointments are minimized in number and duration. Whenever possible, the search and screen committee should be appointed at least a semester before the position is available, and no more than 30 days after the vacancy appears.

The appointing officer is the President of the University, unless he or she delegates that authority, except in the case where a search and screen committee is being appointed for the office of the President, in which case the President of the Board of Trustees is the appointing officer. In addition to receiving nominees for search and screen committees from the University Faculty Council, the appointing officer is expected to solicit nominees from appropriate representative student bodies as well as nominees drawn from other appropriate constituencies. He or she will also arrange for adequate staff and financial support for the activities of the search and screen committee.

The search and screen committee shall establish its own operating procedures including the responsibility, with the assistance of the University Affirmative Action Officer, of insuring that recruiting procedures are in compliance with the university's affirmative action directives.

The search and screen committee shall make its recommendations in writing to the appointing officer. In the event that the appointing officer is unable or unwilling to appoint any of the nominees from those recommended by the search and screen committee, he or she shall communicate this result to the committee with a statement of the reasons why and shall request further recommendations.

(Faculty Council action)

The Trustees of the University, in the eventuality of a vacancy in the Presidency, accept the desirability of consultation with the faculty, staff, and students of the University as well as with other University constituencies in the course of determining the selection of a President. Furthermore, the Trustees acknowledge the "Search and Screen" approach as a useful method of consultation in the case of identifying candidates and making a selection of a President. Furthermore, the Trustees understand that the Affirmative Action plan and policy which they have earlier adopted will apply fully in the case of the appointment of a President.

(Board of Trustees action)

RESPONSIBILITIES AND PRIVILEGES OF ACADEMIC APPOINTMENT

Faculty and Library Tenure

The Principle of Tenure

The principle of tenure imposes reciprocal responsibilities on the University as a body politic and on the faculty member and librarian. In order to meet its responsibilities to its students and to society, the University must attract and retain faculty and librarians of outstanding quality. To that end the University safeguards academic freedom and economic security by its policy of faculty and library tenure. The faculty members, on their part, are obligated to maintain high standards of teaching, research, service, and professional conduct. Librarians, on their part, are obligated to maintain high standards of professional service, research and creativity, and performance in the development of library services, and the communication of information and knowledge to others. Librarians who are candidates for tenure should excel in performance and be satisfactory in the other areas mentioned above.

(Board of Trustees action; Faculty Council action)

Probationary Period

Subject to the provisions which follow, an individual appointed to the faculty (as defined in Article 1, Section 1 of the Faculty Constitution)

or as a librarian for full-time service shall have tenure after a probationary period of not more than seven years. This period may include full-time service with faculty or library rank at other institutions, if similar service in Indiana University would have been countable toward tenure. In the case of persons with three or more years of countable service in other institutions, a probationary period of not more than four years may be required, if agreed upon in writing at the time of appointment. Under administrative policies and practices at Indiana University, where such a written agreement reduced a faculty member's or librarian's probationary period to less than seven years, this agreement is binding on both parties. The length of the probationary period resulting from any such reduction cannot at a later date be extended to suit the convenience of a faculty member or librarian or the academic unit. Since the acquisition of tenure represents a major change in a faculty member's or librarian's status, the faculty member or librarian to whom tenure is being granted shall be so informed in writing.

Tenure may be conferred at the time of initial appointment or after a shorter period than specified above. When a probationary period expires during an academic year, the probationary period will be extended to the end of that year.

(Board of Trustees action; Faculty Council action)

Procedures for Faculty

Recommendations for advancement to tenured status are prepared by chairmen or other appropriate administrative officers. Such recommendations are prepared early in the academic year which counts as the sixth year for purposes of reckoning years of service towards tenure. (The actual determination of the appropriate year includes credit for service at other institutions which may have been negotiated at the time of the first appointment.)

Recommendations shall be submitted through the academic administration of each campus. Administrative structure varies somewhat from campus to campus. For specific information on the routing of such recommendations, see campus-specific Handbooks. Academic deans and chancellors, with the advice of faculty committees, are responsible for submitting tenure recommendations to the President. It shall be the responsibility of the President to submit to the Board of Trustees the names of those recommended for advancement to tenured status.

(Administrative practice)

Procedures for Librarians

Recommendations for tenure shall be processed as follows:

1. Recommendation prepared by supervisor of person under con-

sideration and forwarded to the head of the appropriate library division for action;

2. Recommendations of the head of each library division are forwarded to the appropriate Chancellor for review and recommended action;
3. Chancellor's recommendations are forwarded to the Vice-President (Bloomington) for review by an all-University librarians tenure committee appointed by the President in consultation with the Dean of University Libraries;
4. Recommendations of the all-University librarians tenure committee are transmitted to the Vice-President (Bloomington) for review by the Dean of University Libraries and for presentation to the Board of Trustees.

(Board of Trustees action)

Policies Governing Reappointment and Non-Reappointment during Probationary Appointment Period

1. Notice of Terms of Initial Appointment
   a. Before a faculty member or librarian is appointed to rank in the University, the initial salary, rank, years in rank elsewhere countable towards tenure, and duration of the initial appointment and of the probationary period shall be stated in writing and placed in the possession of the University and the faculty member or librarian.
   b. The faculty member or librarian shall also be advised in writing, before or at the time of the initial appointment, of the criteria and procedures employed in recommendations and decisions about reappointment and the award of tenure specified in the Handbook. Special procedures customarily employed in the department, school, program, division, or library unit of the University in which the faculty member or librarian is appointed shall be specified clearly.
   c. The faculty member or librarian shall acknowledge in writing at the time of acceptance of the appointment that the conditions and terms of the initial appointment, as well as the criteria and procedures for reappointment and tenure, are agreed to.
2. Annual Review
   a. During the period of probationary appointment, the faculty member or librarian shall receive an annual review of professional performance. At that time the faculty member or librarian shall be informed, customarily by the principal administrative officer of the department, school, program, division or library unit of the University in which the individual holds his or her appointment, of all matters relevant to eligibility for reappointment and the award of tenure.

b. The faculty member or librarian shall cooperate with the principal administrative officer to insure that the file on which such a review is based contains all relevant materials. A written statement summarizing the substance of each annual review shall be kept in the file, and a copy given to the faculty member or librarian.

3. Notice Requirements
   a. Before any decision is made within a department, school, program, division, or library unit about whether to recommend reappointment or the award of tenure, the faculty member or librarian shall be notified that he or she is under such consideration and that within a properly specified and reasonable period of time the faculty member or librarian may submit materials which it is believed will be relevant to a consideration of his or her professional qualifications.
   b. The faculty member or librarian shall be notified as soon as possible of any decision by a department, school, program division, or library unit not to recommend reappointment or tenure, and the individual shall be notified within stated deadlines of a decision by the University not to reappoint him or her.
   c. At the time that a faculty member or librarian is notified of a negative recommendation on reappointment or tenure, he or she shall be provided with a written statement of the "Policies Governing Reappointment and Non-Reappointment during Probationary Appointment Period" and the Academic Handbook statement on criteria for tenure, to insure that he or she be fully informed of his or her rights.

4. Review of Decision of Non-Reappointment
   a. Upon receiving notice of a negative recommendation or decision on reappointment or tenure, the first recourse of the faculty member or librarian shall be to request an oral explanation from his or her principal administrative officer.
   b. Upon written request, submitted within thirty days of notification of non-reappointment to the appropriate administrative officer, that officer shall provide the faculty member or librarian within a reasonable period of time with a written statement of the reasons for non-reappointment.
   c. The statement of reasons should reflect careful consideration of the qualifications of the faculty member or librarian in terms of the professional standards and needs of his or her department, school, program, division, or library unit, or of the University.
   d. The faculty member or librarian who believes that a recommendation or a decision that he or she not be reappointed

has resulted from inadequate consideration of professional competence or erroneous information may offer corrections and request reconsideration at the level at which the decision not to recommend reappointment was first made.

e. If the faculty member or librarian is dissatisfied with the result of a request for reconsideration he or she may petition the Faculty Board of Review or the All-University Librarians Review Board for a review of the procedures employed in the decision not to recommend reappointment. The petition should be initiated within a reasonable period following the receipt by the faculty member or librarian of the written statement of the reasons for non-reappointment.

f. Before undertaking a review, the Faculty Board of Review or the All-University Librarians Review Board may seek to bring about a settlement of the issue satisfactory to both parties. In the course of the review, the Boards shall request reconsideration by the department, school, program, division, or library unit in which the faculty member or librarian holds an appointment or the offices of the Dean of Faculties, campus Chancellor, and other appropriate administrative officers who were involved in the decision, when it finds that inadequate consideration was given the faculty member's qualifications, or that specified procedures were not observed, or that erroneous information substantially affected the decision. The Faculty Board of Review or the All-University Librarians Review Board shall provide copies of its report and recommendations to the faculty member, the principal administrative officer of the department, school, program, division, or library unit in which the faculty member or librarian holds an appointment, the Dean of Faculties, the campus Chancellor, and other appropriate administrative officers.

g. Whenever during his or her appointment a faculty member or librarian discovers that these provisions have not been followed, he or she may request, as soon as reasonably possible, that his or her department, school, program, division, or library unit of the University accord him or her the full benefit of the procedures. If his or her request is not granted, the faculty member or librarian may petition the Faculty Board of Review or the All-University Librarians Review Board for a review of the procedures followed in his or her case.

h. Upon finding by the Faculty Board of Review or the All-University Librarians Review Board, accepted by the principal administrator of the campus in question, that the faculty member or librarian did not enjoy full benefit of the procedures through fault of an administrative officer or body of the

University, the University shall, if necessary to avoid prejudicing the rights of the faculty member or librarian, extend the probationary appointment for one year beyond its normal termination point, or take other appropriate measures agreeable to the faculty member or librarian.

i. Recourse by a faculty member or librarian to the various rights of appeal, review, and reconsideration set forth above shall not be construed as precluding the University's right to give timely notice of non-reappointment as specified elsewhere in the Handbook. In normal circumstances it is to be anticipated that reconsideration and review will occur before the effective date of termination.

j. In light of the legitimate educational interests of students, faculty, colleagues, and others, it is the mutual obligation of the University administration and of the affected faculty member or librarian to observe promptly and fully the above procedures.

(Board of Trustees action; Faculty Council action)

Duration of Probationary Appointments

Appointments and reappointments during a probationary period shall be limited to one year for Instructors and Affiliate Librarians. A faculty member or librarian with rank above Instructor or Affiliate Librarian may be appointed for not more than three years within the probationary period.

(Board of Trustees action; Faculty Council action)

Official Notice of Non-Reappointment

For lecturers, faculty members, and librarians on full-time appointments, notice of non-reappointment shall be given in writing in accordance with the following standards:

1. Not later than February 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than November 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.

(Board of Trustees action; Faculty Council action)

Dismissal from the Faculty or Libraries

Dismissal shall mean the involuntary termination of a tenured faculty member's or librarian's appointment prior to retirement or resignation, or the termination of the appointment of a non-tenured faculty member

or librarian prior to the expiration of his/her term of appointment. *Dismissal* is thus to be distinguished from the *non-reappointment* of a probationary faculty member or librarian. Dismissal shall occur only for reason of (a) incompetence, (b) serious personal or professional misconduct, or (c) extraordinary financial exigencies of the University. No faculty member or librarian shall be dismissed unless reasonable efforts have been made in private conferences between the faculty member or librarian and the appropriate administrative officers to resolve questions of fitness or of the specified financial exigency. If no resolution is attained, the faculty member or librarian to be dismissed shall be notified of dismissal in writing by the appropriate Vice-President or Chancellor one year before the date the dismissal is to become effective, except that a faculty member or librarian deemed guilty of serious personal misconduct may be dismissed upon shorter notice, but not on less than ten days' notice. Upon receipt of the dismissal notification, a faculty member or librarian must be accorded the opportunity for a hearing. A statement with reasonable particularity of the grounds proposed for his/her dismissal shall be available in accordance with the provisions of the Faculty Constitution. A faculty member or librarian shall be suspended during the pendency of dismissal proceedings only if immediate harm to himself, herself, or others is threatened by continuance. Any such suspension shall be with pay.

(Board of Trustees action; Faculty Council action)

Geographic Limitation of Tenure

All of the foregoing principles, policies, and procedures relating to tenure are applicable in all University schools, departments, and library units on all campuses. If a faculty member's or librarian's appointment is at a specific, geographically localized campus at the time he/she acquires tenure, his/her tenure shall be specific to that campus. Any subsequent changes affecting the geographic locus of his/her tenured appointment shall be agreed to in writing by the University and the tenured faculty member or librarian. The eight campuses provide appropriate structures and administer the necessary procedures for the implementation of general University tenure policies.

In any case in which the position of a faculty member or librarian with tenure has been eliminated or has been removed from the jurisdiction of the University, the University will make every reasonable effort to place the faculty member or librarian in a comparable position elsewhere in the University or in another institution.

(Board of Trustees action; Faculty Council action)

Criteria for Tenure

After the appropriate probationary period, tenure shall be granted to those faculty members and librarians whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles. The criteria for tenure and the criteria for promotion (see pp. 61-64)) are similar, but not identical. (See 4.c. under "Policies Governing Reappointment and Non-Reappointment during Probationary Appointment Period.") Tenure considerations must take into account the mission of the particular unit and the individual's contribution to that mission. Tenure will generally not be conferred unless the faculty member or librarian achieves, or gives strong promise of achieving, promotion in rank within the University.

(Board of Trustees action; Faculty Council action)

Monitoring of Existing Policies and Practices

The university, through actions of its administration and the University Faculty Council, shall keep and constantly review all existing policies relating to reappointment, tenure, and administration of these policies to ensure that all persons are accorded equal opportunity.

(Board of Trustees action)

Late Recruitment and Resignation

Indiana University adheres to and abides by the Policy Guidelines of the Association of American Colleges with respect to recruitment of new faculty from other institutions. (These guidelines, approved by the AAUP, appear on pp. 52-53 of *AAUP Policy Documents and Reports*, 1971 Edition.) The general tendency of these guidelines is to encourage recruitment by institutions early in the academic year, and to urge faculty members considering resignation to make their decisions as early as is feasible. Prompt notice of resignation should always be given. In no case should a notice of resignation be submitted later than one month before the end of an academic year. When negotiations which may lead to a resignation are in progress, a faculty member is expected, wherever feasible, to keep his or her chairman or dean informed of the progress of such negotiations.

(Administrative practice)

Whenever possible, vacancies resulting from late resignation should be filled on a visiting or acting basis or with a one-year contract, thereby permitting Affirmative Action procedures to be followed in filling the positions on a long-term basis. Authority to hire persons under these circumstances will be granted only with the final approval of the Chancellor or Vice-President of the unit and, if time permits, the advice of the appropriate Affirmative Action Officer.

(Board of Trustees action)

Policy on Academic Freedom

Academic freedom, accompanied by responsibility, attaches to all aspects of a teacher's and librarian's professional conduct.

The teacher and librarian shall have full freedom of investigation, subject to adequate fulfillment of other academic duties. No limitation shall be placed upon the teacher's and librarian's freedom of exposition of the subject in the classroom, in the library, or on the expression of it outside. The teacher should not subject students to discussion in the classroom of topics irrelevant to the content of the course. No censorship shall be imposed on the librarian's freedom to select and make available any materials supporting the teaching, research, and general learning functions of the academic community. In public utterances the teacher and librarian shall be free of institutional control, but when either the teacher or librarian writes or speaks as a citizen, an endeavor should be made to avoid appearing as a spokesman for the University. The teacher or librarian should recognize that a professional position in the community involves the obligation to be accurate, to exercise appropriate restraint, and to show respect for the right of others to express their views.

Cases involving alleged impairment of academic freedom shall be referred to the appropriate Board of Review and dealt with according to established procedure.

(Board of Trustees action; Faculty Council action)

Code of Academic Ethics

(This code was adopted by the University Faculty Council on November 3, 1970, and amended on November 30, 1976).

Preamble

The central functions of an academic community are learning, teaching, and scholarship. They must be characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities as a citizen, but acquires additional rights as well as responsibilities to the entire University community. They do not require the individual to be passive and silent. They do require recognition of how easily an academic community can be violated.

Introduction

Applicability. The provisions of this Code apply to persons whose service to the University includes teaching, scholarship, librarianship, and academic administration. Such persons are referred to in the Code as "Academic Personnel." References in the Code to "Faculty" include tenured members of the faculty, librarians, and persons whose service to the University may lead to tenure.

Organization. This Code contains two major sections: first, a statement of rights and responsibilities; and second, a statement of enforcement procedures. The first section is divided into three subsections. Of these, the first subsection, in five parts, is a general statement of the rights and responsibilities of Academic Personnel adapted from the "Statement of Professional Ethics" adopted as policy by the American Association of University Professors in April, 1966. The second subsection consists of representative responsibilities assumed with academic employment at Indiana University. The third subsection consists of the Rules of Conduct outlined in the prevailing Statement of Student Rights and Responsibilities. It is assumed that academic personnel will accept without reservation those rules of conduct which are generally applicable within the University community and which are expressed at the moment within the student code.

The second section is also divided into three subsections. The first subsection deals with initiation of complaints, the second with appropriate administrative actions, and the third with reviews of administrative action.

A. *Rights and Responsibilities*

I. General Statement

Scholarship. A scholar recognizes a primary responsibility to seek and to state the truth without bias. Striving to improve scholarly competence; continuing always to keep abreast of knowledge of his or her discipline; the scholar exercises critical self-discipline and judgment in using, extending, and transmitting knowledge, and practices intellectual honesty. Although subsidiary interests may be followed, these must never seriously hamper or compromise freedom of inquiry.

Teaching. A teacher encourages the pursuit of learning in students, holding before them the best scholarly standards of the discipline. Students are respected as individuals; the teacher seeks to establish a relationship of mutual trust, and adheres to the proper role as intellectual guide and counselor. The teacher makes every effort to foster honest academic conduct and to assure that the evaluation of students' scholastic performance reflects their true achievement, with reference to criteria appropriate to the field of study. Any exploitation of students for private advantage is rejected and their significant assistance is acknowledged. The teacher protects their academic freedom and serves as an example of this principle by assuring that each student and colleague is free to voice opinions openly and to exchange ideas free from interference.

Librarianship. A librarian in the academic community is responsible for the collection and dissemination of information and materials and

for services pertaining thereto in support of the teaching, research and general learning functions to the university. A librarian is obligated to keep abreast of the latest developments in the profession and with processes and services to improve library service.

Relations with Colleagues. As colleagues, academic personnel have obligations that derive from common membership in the community of scholars. Such persons respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of responsibility for the governance of the University.

Relation to the University. Indiana University is committed to the concept of academic freedom and recognizes that such freedom, accompanied by responsibility, attaches to all aspects of a teacher's or librarian's professional conduct. Within this context, each person observes the regulations of the University, and maintains the right to criticize and to seek revision and reform. A teacher or librarian determines the amount and character of work done outside the University with due regard to paramount responsibilities within it. When considering interruption or termination of service, the teacher or librarian recognizes the effect of the decision upon the program of the University and gives due notice. Above all, he or she strives to be an effective teacher, scholar, librarian, or administrator.

Relation to the Community. As members of a community, academic appointees have the rights and obligations of any citizen. They should measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to the University. When they speak or write as citizens, they are free from institutional censorship or discipline. At the same time, their positions as members of a university and of a learned profession impose special responsibilities. When they speak or act as private persons, they will make it clear that they are not speaking or acting for the University. They will also remember that the public may judge their profession and the University by their utterances and conduct, and they will take pains to be accurate and to exercise restraint.

II. Specific Responsibilities*

In addition to the preceding general statements of ethical performance within the academic profession, there are specific responsibilities which devolve upon the academic appointee who accepts a position at

*Some responsibilities listed in this document are more explicitly stated elsewhere. More explicit statements should be considered applicable, but where statements appear in conflict, the substantive statements in this document should take precedence.

Indiana University. Observance of such specific responsibilities as the following is also a component of academic ethics.

1. A teacher will maintain a clear connection between the advance description and the conduct and content of each course presented to ensure efficient subject selection by students.
2. A teacher will clearly state the course goals and will inform students of testing and grading systems; moreover, these systems should be intellectually justifiable and consistent with the rules and regulations of the academic division.
3. A teacher will plan and regulate class time with an awareness of its value for every student and will meet classes regularly.
4. A teacher will remain available to students and will announce and keep liberal office hours at hours convenient to students.
5. A teacher will strive to develop among students respect for others and their opinions by demonstrating his or her own respect for each student as an individual, regardless of race, sex, national origin, religion, age, or physical handicap.
6. A teacher will strive to generate a proper respect for an understanding of academic freedom by students. At the same time, a teacher will emphasize high standards and strive to protect students from irrelevant and trivial interruptions or diversions.
7. Since letters of evaluation written by a teacher may be uniquely important documents in both the academic and post-university life of a student, each teacher will strive to make such letters both candid and fair.
8. A librarian recognizes the need for continual development, maintenance and improvement of standard and specialized bibliographical resources.
9. A librarian cooperates with the teaching and research faculty to develop the collection in support of the curricular offerings of the academic community.
10. A librarian recognizes intellectual and professional obligations to the patron, the university and the community at large.
11. A librarian has an obligation to recommend and make improvements in library service.
12. A librarian accepts the responsibility for the care and preservation of library materials.
13. Academic personnel will strive to protect not only their own right to freedom of inquiry, teaching, and expression but also their colleagues' right to the same freedoms.
14. While in the classroom, academic personnel should refrain from adverse personal comments about their colleagues. At all times, academic personnel should exercise restraint and discretion in comments about other courses or divisions in the University.
15. Constructive criticism of colleagues is sometimes necessary in the interest of the individual criticized or the entire University

community. To be constructive, however, such criticism should be channeled, in confidence, toward those persons (preferably the individual concerned, but also academic superiors, faculty committees, or administrative officers) who have the power to correct or influence conduct in a constructive way. Indiscriminate criticism or gossip about colleagues is condemned.

16. Each academic person retains the right to criticize and to seek to remedy, by appropriate means, regulations and policies of the University. Among means deemed inappropriate are: acts of physical violence against members or guests of the University community; acts which interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of University property. It is equally inappropriate to advise others to commit such acts.
17. In criticizing the University, the academic person should be aware of ameliorative procedures which exist within the University and should use these procedures in preference to conducting public criticisms of the institution or any of its divisions.
18. Each academic person will insure that outside commitments do not interfere in terms of time, energy, or conflict of interest with obligations to the University. As a safeguard against such interference, each will:
    a. report to an appropriate authority plans to engage in gainful activities of an extensive, recurring, or continuing nature; and
    b. notify an appropriate authority of any invitation to serve as advisor or consultant to an agency granting money to the University.
19. He or she will give adequate notice of interruption or termination of service. In order that instructional programs will not be interrupted, before leaving, the academic person will:
    a. complete all normal duties;
    b. provide complete records of grades and similar data to departmental chairmen; and
    c. provide properly for incomplete class and thesis work.
20. He or she will work with colleagues individually and collectively toward furthering both personal and group interests so long as such cooperation does not require violation of intellectual and moral integrity.
21. Each academic person will accept a share of the obligation for helping the University function smoothly as a living and vigorous organization. Toward achieving this goal, each will serve on committees, accept a reasonable burden of administrative duties, and work cooperatively with administrative officers of the University in order to further all the legitimate goals of the institution.

III. Responsibilities as University Citizens

In retaining the rights to speak and act as citizens of the communities in which they dwell, academic personnel must assume as well the responsibilities which are incumbent upon that citizenship. Academic personnel, therefore, accept and adopt the provisions of the Student Conduct Code (Part I, Section I.1) pertaining to social behavior, which is printed below.

Misconduct for which students are subject to penalties, including suspension or expulsion from the University, includes the commission or aiding the commission of the following:

(1) Conduct that is made a crime by the criminal law of the state of Indiana or of the United States of America and that takes place on University property or in the course of a University activity.

(2) Intentional damage to or destruction of University property or of property on University premises belonging to others.

(3) Occupation of all or part of any University building, obstructing or coercing any persons, or threats of violence to persons for the purpose or with the effect of:

(i) hampering or preventing the discharge of any University function;

(ii) limiting the freedom of anyone to go about in a lawful manner;

or

(iii) compelling or preventing specific activities related to the University.

(4) Intentional interference with any class, other University function, or campus activity by means of noise, missiles, or other form of disturbance or disruption.

(5) Intentionally false reporting of a fire or of a bomb or other explosive having been placed in any University building or elsewhere on University property.

(6) Refusal to vacate a building, street, sidewalk, driveway, or facility of the University when directed to do so by an authorized officer of the University having just cause to order the vacation.

(7) Possession of firearms or other dangerous weapons on University property contrary to law; possession or display of any firearm on University property frequented by the public, except in the course of an authorized activity; or possession of weapons in residence halls on University property in violation of residence halls rules.

(8) Intentional possession on University property of a dangerous article or substance as a potential weapon, or of any article or substance calculated to injure or discomfort any person without his consent.

(9) Possession or use of alcoholic beverages on any University property contrary to law; the possession or use of alcoholic beverages in any undergraduate residence supervised by the University; or the use or conspicuous possession of alcoholic beverages in or on any property of the University frequented by the public.

(10) Falsifying information submitted to any University office or agency, or offering a false statement in any University disciplinary proceeding.

(11) Rioting, or aiding, abetting, encouraging, or participating in a riot or rioting, or inciting a riot, when the conduct occurs on University property or in the course of a University activity.

(12) Acting with violence, or aiding, abetting, encouraging, or participating in the commission of any act of violence, when the conduct takes place on University property or in the course of a University activity.

(13) Using, or attempting to use, University property in a manner inconsistent with its designated purpose.

B. Enforcement Procedures

I. Initiation of Complaints

Any concerned person may initiate complaints about alleged violations of this code. Such complaints should be brought to the attention of an appropriate chairman or dean, or to the appropriate Dean of the Faculties or his deputy; the Dean of Faculties shall provide for confidential representations regarding such violations. Charges of discriminatory practice may be referred also to the appropriate Affirmative Action officer.

II. Administrative Action on Violations of Academic Ethics

The line of administrative action in cases of alleged violation of academic ethics shall be the chairman; the academic dean; the appropriate Dean of the Faculties; the appropriate Chancellor; a Vice-President, where appropriate; and the President. Subject to the substantive standards of University tenure policy and the procedural safeguards of the faculty institutions, sanctions appropriate to the offense should be applied by the academic administrators. Possible sanctions include the following: reprimand, consideration in establishing annual salary, consideration in promotion decisions, consideration in tenure decisions, retention of salary, termination of employment, and immediate dismissal.

III. Review of Administrative Action

Academic appointees affected by administrative action taken against them on grounds of violation of the Code of Ethics, whether or not the action resulted from proceedings provided in this Code, shall have such rights as are provided by the rules governing appeals to

the Faculty Board of Review (or to an Associate Instructor Board of Review) of the appropriate campus. Appointees also have the rights of hearing and appeal provided by any other procedure of the University for the review of administrative action.

(Board of Trustees action; Faculty Council action)

Political Activities of Academic Personnel

Policy

The University recognizes the right of academic appointees to engage in political activities beyond those normally entailed in voting and participating in routine community, state, and national programs, provided that the participation does not prevent the full discharge of the faculty member's academic responsibilities.

Principles and Procedures to be Observed

1. Academic personnel of Indiana University shall be free to participate in political activities on the national, state, or local level such as running for political office, managing political campaigns, and assuming leadership roles in political organizations providing that the participation does not prevent full discharge of their academic obligations to the University. If such participation does prevent full discharge, the individual will be required to request leave of absence for the period of the activity.
2. In any such activities the academic appointee must make clear that he or she is acting as a private citizen and is in no way representing the University.
3. The academic appointee who proposes to engage in political activities shall be required to inform his or her departmental chairman, the school dean, and the Dean of the Faculties.
4. Should a disagreement arise between the faculty member and any of the above administrative officers regarding the faculty member's ability to discharge academically related obligations, the faculty member shall be entitled to appeal to the Faculty Board of Review, which shall make final decision. Other academic appointees have other means of appeal.
5. In the case of staff members the same policy and rules shall apply with respect to the responsibilities which the staff member has in connection with his or her position, but he or she shall be required to inform his or her supervisor, the Personnel Director, the Business Manager or other appropriate campus official, and the Treasurer of his or her intentions. Any appeal shall be subject to the established grievance procedures.

Political Meetings

University facilities shall not be used for political rallies or for campaign purposes that would further the interests of the candidate or candidates of any one political party, except that the University may

from time to time invite political candidates to speak at University convocations. In such cases, it is the policy of the University to extend invitations to the candidates of the different major parties on an equal basis. This rule is not interpreted as prohibiting the meeting of student political groups which are open to attendance by students, faculty, and other members of Indiana University but which are not open to the general public.

(Board of Trustees action)

Conflict of Interest

The following statement of conflict situations in government-sponsored work has been prepared jointly by the Council of American Association of University Professors and the American Council on Education and is subscribed to by Indiana University. It is meant to be a general policy statement only:

Favoring of Outside Interests

When a University staff member (administrator, faculty member, librarian, professional staff member, or employee) undertaking or engaging in government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between the staff members' government-sponsored University research obligations and their outside interests and other obligations. Situations in or from which conflicts of interest may arise are as follows:

1. Undertaking or orientation of the staff member's University research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the University and to the sponsoring agency.
2. Purchase of major equipment, instruments, materials, or other items for University research from the private firm in which the staff member has the interest without discloure of such interest.
3. Transmission to the private firm or other use for personal gain of government-sponsored work products, results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of government-sponsored research.)
4. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possible new sites for government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.)

5. Negotiation or influence upon the negotiation of contracts relating to the staff member's government-sponsored research between the University and private organizations with which he or she has consulting or other significant relationships.
6. Acceptance of gratuities or special favors from private organizations with which the University does or may conduct business in connection with a government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

Distribution of Effort

There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which effort is divided among these various functions does not raise ethical question (under this policy) unless the government agency supporting the research is misled in its understanding of the amount of intellectual effort actually being devoted to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions performed are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of effort to the government-sponsored research, or if the staff member agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.

Consulting for Government Agencies or their Contractors

When the staff member engaged in government-sponsored research also serves as a consultant to a Federal agency, his or her conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. §§ 201 *et. seq.)* and the President's memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special Government Employees (Executive Order No. 11222, May 8, 1965, 30 F.R. 6469). When the staff member consults for one or more government contractors, or prospective contractors, in the same technical field as the research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on the staff member's other interests. In undertaking and performing consulting services, full disclosure should be made of such interests to the University and to the contractor insofar as they may appear to relate to the work at the University or for the contractor. Conflict of interest problems could arise, for example, in the participation of a

staff member of the University in an evaluation for the government agency or its contractor of some technical aspects of the work of another organization with which a consulting or employment relationship exists or in which the staff member has a significant financial interest, or in an evaluation of a competitor to such other organization.

Annual Reports of Faculty Members and Librarians

All faculty members and librarians at Indiana University are required to report annually on their professional activities and accomplishments during the preceding year. Such reports shall cover activities and accomplishments in the areas of instructional activity, scholarship and creative work, and University and public service. Reports need not be limited to these areas, however, and additional information and comment are often sought or volunteered.

It is the responsibility of the Vice-Presidents and Chancellors to devise the format, routing, and timing of these Annual Reports. If it is especially desired that a report, or some aspect of a report, reach an officer of the campus or of the central university administration, this fact and the officer in question should be prominently indicated on the report or on the relevant section thereof.

(Administrative practice)

Patent Policy

Preamble

The University, by its very nature, is in the forefront in the generation of new ideas and has an interest in the widest possible distribution to the general public of the benefits which may be derived from resulting inventions and discoveries. For this reason, the University also has an interest in the patenting of inventions, in order to insure that they will be properly licensed and developed to the point of availability. The University also deserves a share of any royalties received in order to meet the costs of the patent program and to aid in carrying out its functions in support of education and research.

Inventors connected with the University need an incentive to disclose an invention and to put in time and effort in adapting it for practical application. Sharing of the income from an invention is a practical way to provide such incentive which can best be accomplished by allowing the University, or the Indiana University Foundation, to retain patent rights to inventions developed under contractual support. Few inventions at the University are commercially practical in the form in which they are conceived or reduced to use in the University. Most are in fact unanticipated by-products of research effort. Further investment is usually necessary to render the invention commercially attractive. Investment by outside organizations may be protected by the availability of limited exclusive use of patents. By University or

Foundation retention of patent rights, patent applications may be filed promptly, and negotiations commenced with prospective licensees. Holding patent rights, the University, or the Indiana University Foundation acting for it, can enter into agreements for the testing of ideas with some protection for the testing firm's investment before it is clear whether or not there is a patentable invention. For example, in the drug field such protection encourages the screening of new compounds, and leads to discoveries and developments to the ultimate benefit of the public.

University Policy

Where any resources, facilities, faculty, staff, or students of Indiana University are involved in the development of inventions the following shall apply:

1. Indiana University shall have the sole right to determine the disposition of inventions or other developments by faculty or staff members, students, or other persons resulting from programs supported wholly or in part by research funds administered by the University. In the judgment of the University, subject to any restrictions which may be imposed by contract with a sponsoring agency, such disposition shall be in the best interest of the University, the inventors, and the public. The University will seek the advice of the University Committee on Inventions and Patents in cases not controlled by contract.

2. The University will exercise its right to acquire a patent only when its basic aims will be furthered by such action. In making this determination full consideration will be given to the aim of rewarding inventors and to the question of whether commercial exploitation will best be accomplished by such patent acquisition. In other cases, the rights will be waived to the inventor, the government, or other sponsoring agency, as determined by the University. Where the invention is waived to the inventor, provisions shall be made for any rights of the government or other sponsoring agency. In some instances, the University may not be in a position to grant a request that the inventor acquire personal ownership of the invention.

3. When the University makes the determination to exercise its right to acquire a patent, it will endeavor to have patent applications promptly executed and filed, to search out and commence negotiations with prospective licensees, and to make appropriate efforts to have the invention developed. Such efforts may be made directly by the University or by contractual arrangement with the Indiana University Foundation or appropriate outside organizations.

4. It is the policy of the University that the inventor should participate financially in any proceeds from the invention, even though it arises from a University-administered program of research. In arranging for the development of inventions the University will accordingly provide that a share of the income will be paid to the inventor.
5. Donors of funds accepted by the University, or by the Indiana University Foundation, for grants-in-aid of specific faculty research programs shall be entitled to a license under any patents that the University may acquire as a result of work to which the funds are applied, such licenses to be on terms to be negotiated.
6. The government and other sponsors of research may require formal agreements between the University and those connected with sponsored projects; therefore, where the sponsor requires a formal agreement the University will require all faculty or staff members, students, or other persons who wish to participate in such projects to enter into the University Patent Agreement. The University Patent Agreement will include an assignment of all rights to the University, will include provisions for disclosure of necessary information for proper preparation and prosecution of patent application, and will include some statement regarding minimal and maximal shares in income by the inventors.
7. Any faculty or staff members, students, or other persons who are connected with the University and who are also engaged in consulting work or in business should use care in determining that patent clauses in their outside agreements are not in conflict with the patent policy of the University or the provisions of the University Patent Agreement. The University shall have the ultimate right to assist in resolving any conflict or potential conflict of interests in regard to patent matters arising from outside activities of its faculty or staff members, its students, or other persons involved.
8. The University recognizes the traditional academic freedom of faculty or staff members, students, and other persons connected with the University in matters of publication and copyrights. However, where University commitments or Indiana University Foundation commitments of a contractual nature to a sponsor require, the University shall have the right to determine conditions of publication and the disposition of copyrights in line with the principles set forth in the policy of Indiana University on patents. The patent and copyright commitments of the University on sponsored projects are determined by the particular grants or contracts under which the work is performed. The University will endeavor to negotiate contracts on terms that will further its basic aims in patent and copyright matters.

9. In the event that the University may be required to contract with outside agencies for selected parts of sponsored research projects, patent agreements shall be obtained from such agencies requiring that all scientific and technical personnel connected with the project promptly report and assign all subject inventions to the University or its designated patent management organizations.
10. Inventions or other developments produced by faculty or staff members, students, or other persons along lines not related to any University administered program of research with which the individual may be connected, and to the production and development of which the University contributes no special space, facilities, or funds, shall be the exclusive property of the individual producing the invention or development. The University will not construe the payment of salary as alone constituting grounds for claiming an equity by the University in such invention.
11. Any faculty or staff member, student, or other person who has made an invention considered to be that person's exclusive property, may wish to submit the invention to the University for management under terms to be agreed upon by the inventor and the University.
12. Students who receive financial aid or research expenses, or who utilize laboratories or equipment, which are financed wholly or in part by sponsored funds, must relinquish their rights in resulting inventions to the extent that the University is obligated to those who give financial aid for the educational and research programs through which the inventions are made. Students who make any invention or development in the course of their studies under a faculty research adviser, but who receive no financial aid from funds administered by the University, and who are not connected with any University program of sponsored research, should share rights in the invention or development with their faculty research adviser. Staff members who are also part-time students shall be considered staff members insofar as disposition of patentable inventions is concerned.
13. Persons not associated with the University may come to the University with a patentable invention or development which may be to the public benefit, but which needs further refinement before its advantages can be fully realized. Where such an invention is related to a University research program and where University personnel, upon administrative approval, become associated with its continued development, resulting patents may be accepted by the University. The procedure will be the same as for work done by faculty or staff members, students, or other persons on University time; however, the sharing of income shall be in accordance with an agreement made with the original inventor at the time of assignment.

14. It is recognized that special cases may arise which are not specifically covered by the foregoing provisions. Such special cases may be submitted to the Committee on Inventions and Patents for resolution.

Patent Procedure

The Dean for Research Coordination and Development, is responsible for administrative matters relating to inventions, patents, and copyrights. The Dean is the Chairman of the Committee on Inventions and Patents and makes decisions based on advice received from the Committee. The Dean represents Indiana University in all matters of patent policy affecting the University's relations with government, industry, and the public.

The Committee on Inventions and Patents is appointed by the President. It consists of seven or more members, at least half of whom are from the faculty, and the remainder from the administrative staff of Indiana University and/or the Indiana University Foundation.

The primary duty of the Committee is to advise the Dean for Research Coordination and Development on matters of patent policy. The Committee shall:

1. Evaluate each patent proposal and then recommend whether or not the University should accept the proposal and attempt to obtain the patent.
2. Recommend the distribution of equity between the University and the inventor.
3. Recommend procedures for licensing or assigning such patents.
4. Make recommendations on special patent policy matters submitted to it for resolution.

In making recommendations on distribution of rights in patents to faculty or staff members, students, or other persons, the Committee on Inventions and Patents shall consider any special requirements of grantors supporting research and of contracting patent management organizations (such as Research Corporation) which set limits on the percentage of income allowed to the inventor.

A faculty or staff member, student, or other person who makes an invention in which the University has an equity, or in which the University may have an equity, should disclose this fact to the Chairman of the Committee on Inventions and Patents in the form of a memorandum covering the subject matter and the circumstances surrounding the making of the invention. Inventions made on research projects sponsored by government or industry should first be disclosed to the project supervisor.

In the specific case of research supported by the Department of Health, Education and Welfare, inventions or discoveries having patent potential are covered by an institutional patent agreement between DHEW and Indiana University and the Indiana University Foundation. This agreement gives the University the right to elect to file patent applications in the United States and in foreign countries on discoveries or inventions made during research sponsored by DHEW, provided that the University grants to the U.S. Government in each case a non-exclusive royalty-free license for government purposes. The agreement allows the full flexibility and simplicity of the University Patent Policy (including internal royalty arrangements between the University and the inventor), and requires only that each investigator sponsored by DHEW sign the Indiana University Patent Agreement based on the policy described in the fourteen points above.

(Board of Trustees action; Faculty Council action; Science Advisory Committee action)

Policy on the Use of Human Subjects in Experimentation

Indiana University administers policies which protect the rights, and the physical and mental health, of human beings who are experimental subjects. These policies provide for full and clear documentation, available at all times, that such protection is always in effect. The Office of the Executive Vice-President, has ultimate responsibility for administering these policies. The Executive Vice-President is advised and assisted by the University Policy Committee on the Use of Human Subjects in Experimentation. In addition, there are three review boards serving the Bloomington campus, the IUPUI campus, and the regional campuses. These review boards monitor on-going research and review research plans to insure full compliance with the University's policies in this area.

It is the responsibility of any appointee conducting or planning to conduct research involving human subjects to inform himself or herself fully of University policies in this area and to insure that the actual or planned research is in full compliance with these policies. Strict adherence to these policies is required *whether or not* the research in question has or is envisioned as having external sponsorship and funding.

Compliance will typically involve:

1. Documented consent of human subjects who may be in any degree at risk as a consequence of the experimentation.
2. Demonstration that the expected scientific value of the research justifies the degree of risk to human subjects, and that such risk cannot reasonably be lowered.

3. Prior scrutiny and approval by the relevant Campus Review Board, to assure compliance with all aspects of University policy, including but not limited to (1) and (2) above.

Full statements of the relevant University policies and procedures are available from the offices of the Chancellors, the Vice-President (Bloomington), the Vice-President (Indianapolis), and the Executive Vice-President, and from the chairpersons of the Review Boards. As soon as any possibility of employing human subjects emerges in the course of designing research, the responsible investigator should immediately request a copy of the University policies, familiarize himself or herself with them thoroughly, and seek guidance and clarification, if necessary, from one of the above offices or committee chairmen. These policies and procedures apply not only where the human beings will function primarily or exclusively as experimental subjects, but also where such persons may be viewed primarily as therapeutic subjects, and where their role as experimental subjects may be perceived by the investigator-clinician as relatively minor.

(Science Advisory Committee action)

University Policy on the Care and Maintenance of Laboratory Animals

Under University policy, and in compliance with Public Law 89-544, it is required that proper care be exercised in the use of laboratory animals. The mode of acquisition, subsequent housing and maintenance, health, experimental use, and eventual disposition of such animals are all subject to specific University regulations. Detailed records must be kept by the University on certain aspects of the care and handling of such animals.

Compliance with the regulations on this subject is insured by the All-University Office of Laboratory Animal Medicine, which is located at the Student Health Center, Room 412, Bloomington campus. This Office functions under the general supervision of the Executive Vice-President.

Any faculty member or other appointee using or contemplating the use of laboratory animals is expected to know the detailed regulations and conform to the procedures employed in those regulations. A statement of policy and regulations is available from the office of the Executive Vice-President. It is the responsibility of users and intending users of such animals to have or to secure a copy of this statement and to comply with other regulations. Requests for clarification and advice on the application of the policy and regulations in specific cases should be addressed to the Office of Laboratory Animal Medicine.

(Science Advisory Committee action)

Policy on Contacts with Foundations, Federal Agencies, and State Agencies

Purpose

The purpose of this policy is to coordinate contacts with governmental officials, agencies, and foundations and to keep the President of the University and other chief administrative officers informed of such contacts. Each member of the Indiana University community (faculty, staff, and students) should at all times seek to distinguish between personal interests (including those involving professional societies and other organizations) and the University's interests. On occasions when duties as an official member of the University community call upon one to contact government officials or agencies and private outside agencies such as foundations, the following procedures are designed to aid the individual and the University to present more effectively an authorized, accurate, and persuasive presentation. They also will serve to distinguish between essentially personal presentations and official University presentations.

Personal and Professional Contacts

Personal and professional contacts with elected officials or government agencies, whether in person or in writing, should be done in the name of the individual or the professional society. Indiana University letterhead should not be used and any reference to affiliation with the University should be made only as an aid to identification. It should be made clear that the request is not being made on behalf of the University.

Official Contacts

When it appears that the University should take some stand with respect to legislation or other matters at the federal, state, or local level, the Vice-President for University Relations should be consulted.

When, as a representative of the University, a person wishes to make appearances before legislative bodies, expects to request political support, or wishes to issue invitations to elected officials or agency and foundation officers to make official visits to the University, such action should receive prior authorization under the following procedures:

1. Such appearances before federal, state, or local bodies should receive prior approval from the Vice-President for University Relations or the President. When University employees appear before such bodies as representatives of other agencies, such as professional societies, it is requested that they notify the Vice-President for University Relations prior to the date of appearance.
2. To be effective, a request to a public official for support of grant proposals and other University interests requires knowledge of

relationships between the University and the official and the relationship between the official and the granting agency. Requests at the federal and state level are to be coordinated through the Vice-President for University Relations in order that they may be presented most effectively.

3. It is helpful to certain officials and to the University to assure that they be informed through appropriate University publications and periodicals. However, directing to such persons voluminous and irrelevant materials may deflect their attention from useful material. Therefore, distribution of materials to officials should be cleared with the Vice-President for University Relations. On occasion, they may be able to help underscore to the recipient the importance of the material.
4. The University welcomes visits by elected officials, whether they visit as private citizens or in their capacities as government officials. Invitations to elected officials to visit any campus of the University in their official capacity are to be approved in advance by the Vice-President or Chancellor of that campus, who, in turn, will keep the proper system administrators informed.
5. Responses to requests for information, reports, and statistics from federal government officials should be coordinated through the Vice-President for University Relations.
6. After contacts or visits have been made with federal, state, or local officials by a person in behalf of Indiana University, a report on the outcome should be made to the Vice-President for University Relations.

(Administrative Committee action)

FRINGE BENEFITS

Insurance

Various benefit plans are provided for employees at Indiana University. The Treasurer is responsible for their management. Detailed information as to the application of the various plans to one's individual case, and complete written descriptions of the plans, are available from the Personnel Divisions or similar offices on the various campuses (See campus-specific Handbooks). What follows here is a general characterization of the various plans.

Group Life Insurance

The University provides group life insurance to formally appointed full-time employees in positions of expected duration of an academic year, or a minimum of nine months if not an academic-year position, who have actively commenced compensated employment. The University pays the full cost of this insurance with no contribution from the employee except under certain conditions involving leave without pay. New appointees are enrolled promptly upon assuming their duties.

The insurance is in full force 24 hours a day, including vacation periods.

As with most insurance policies, the provisions of this group policy are complex. Principal features of coverage are shown in the table below. Employees insured for a larger principal amount under the predecessor policy shall not be insured for a lesser principal amount than that obtaining on June 30, 1972, under the predecessor policy. Employees already retired or otherwise terminated as of July 1, 1972, are unaffected, in their insured status, by the new policy.

Table of Covered Employee Insurance Amounts

Basic Rate of Annual Compensation While Actively at Work, When Last Actively at Work if Retired, or While on Vacation or Leave*	Amounts of Insurance		
	SCHEDULE I Age 64 and under	SCHEDULE II Age 65 to 69	SCHEDULE III Age 70 or Qualified for Terminal Coverage
$ 1,000 to $ 1,999	$ 2,000	$ 1,500	$ 1,000
2,000 to 2,999	4,000	2,000	1,500
3,000 to 3,999	6,000	3,000	2,000
4,000 to 4,999	8,000	4,000	2,500
5,000 to 5,999	10,000	5,000	3,000
6,000 to 6,999	12,000	6,000	3,000
7,000 to 7,999	14,000	7,000	3,000
8,000 to 8,999	16,000	8,000	3,000
9,000 to 9,999	18,000	9,000	3,000
10,000 to 10,999	20,000	10,000	4,000
11,000 to 11,999	22,000	11,000	4,000
12,000 to 12,999	24,000	12,000	4,000
13,000 to 13,999	26,000	13,000	4,000
14,000 to 14,999	28,000	14,000	4,000
15,000 to 15,999	30,000	15,000	5,000
16,000 to 16,999	32,000	16,000	5,000
17,000 to 17,999	34,000	17,000	5,000
18,000 to 18,999	36,000	18,000	5,000
19,000 to 19,999	38,000	19,000	5,000
20,000 to 20,999	40,000	20,000	5,000
21,000 to 21,999	42,000	21,000	6,000
22,000 to 22,999	44,000	22,000	6,000
23,000 to 23,999	46,000	23,000	6,000
24,000 to 24,999	48,000	24,000	6,000
25,000 and over	50,000	25,000	6,000

*Persons on Leave without Pay must normally make certain payments to the University to qualify. These payments correspond to the University's cost in continuing the individual coverage under the group plan.

Other Provisions Related to Group Life Insurance

(a) A covered employee who becomes *totally and permanently* disabled before his sixtieth birthday may receive life insurance benefits in equal monthly Disability installments. The number and amount of these are determined by the Master Policy, but the total amount thus paid is not to exceed the first $20,000 of coverage.

(b) Amounts of life insurance coverage ranging from $1,000, for a spouse, to lesser amounts for unmarried children up to certain

ages, are extended to such dependents of all appointees covered under Schedules I and II above.

(c) A covered employee, whose employment is terminated after his fifty-fifth birthday, may be eligible to continue in an insured status under Schedule III. Such eligibility depends on years of covered service at termination, with 30 years' service required at age 55, and fewer years of service required as the age at termination increases.

(d) When a covered employee is terminated group coverage may be converted to individual coverage with the same insurance carrier, and without evidence of insurability. After conversion, premiums are paid by the individual, at the individual policy rate applicable to the individual's class of risk. Application for such conversion must be made within thirty-one days after termination. Insured, academic-year appointees whose regular appointment has terminated at the end of the academic year but who are then given an appointment in the summer session, will continue to be insured through the summer appointment.

(e) When a covered employee suffers accidental death or dismemberment the designated beneficiary, or the employee, normally receives an additional benefit, over and above the regular coverage. This additional benefit, in case of accidental death and many accidental dismemberments, is equal to the principal sum of the life insurance entitlement. In a few cases of lesser dismemberment it is equal to one-half the principal sum. To illustrate: the beneficiary of an employee covered for a principal amount of $30,000 would, in the event of that employee's accidental death, receive *both* an accidental death benefit of $30,000 *and* the regular death benefit, for a total of $60,000.

There are some limitations on the accidental death benefit provision. It does not apply where the covered employee has reached the age of 70, to those who have retired in an insured classification prior to July 1, 1972, or to those whose employment has been terminated after their fifty-fifth birthday, where the death or dismemberment is self-inflicted, where an act of war or military service is involved, or where the death or dismemberment results from or occurs in the course of committing a felony.
(Board of Trustees action; Administrative Committee action)

Personal Accident Insurance
Additional insurance up to $200,000, at a low premium rate, may be purchased by regular employees for accidental death or disability. Payroll deduction for premium payment is available. The University makes no premium contribution.

Group Medical Insurance

A group plan, providing relatively liberal benefits, is in effect with Blue Cross-Blue Shield. The plan also includes Major Medical Coverage. All persons are eligible who are employed on a full-time appointive basis to positions of expected duration of one full academic year, or a minimum of nine months if not an academic year position, and who have actively commenced compensated employment. Application for membership must be made during the first two months of employment. The employee's spouse and unmarried children under age 19 may be included. If a child remains single and dependent, eligibility continues until the end of the calendar year in which age 23 is attained; eligibility continues indefinitely if the child is dependent because of a physical or mental disability which began prior to age 23. For persons at age 65 or older, Blue Cross-Blue Shield basic and Major Medical insurance are supplementary to Medicare and do not duplicate the federal program.

The Group Medical Insurance is a contributory plan in that both the employee and the University make significant contributions to premiums. The percentage of institutional versus individual coverage varies between different classes of employees, and the absolute amount of premiums changes annually depending on the insurance carrier's experience with this group. For academic employees, the schedule of contributions by the individual appointee, effective for any given year is available from the Personnel Divisions or designated offices on the various campuses. This insurance can be continued after an employee retires with required length of service, with the employee paying the entire cost at the University's group rate.

Employee contributions are normally handled by payroll deduction. Academic employees with a continuing appointment on a 10-pay basis experience triple the normal payroll deduction from the first paycheck for any academic year, following a covered summer period.

The insurer will inform all terminating employees of their conversion privileges. Insured, academic-year appointees whose regular appointment has terminated at the end of the academic year but who are then given an appointment in the summer session may continue membership in the I.U. plan provided they pay the employee share of premium in advance through their campus Personnel Office. (No premium deductions are handled on summer payrolls.)

Basic Coverage with Blue Cross-Blue Shield

This insurance is concerned with hospitalization and surgical expenses. A per diem payment for the physician during non-surgical hospitalization and an allowance for out-patient X-ray and pathological services are included in the plan. Hospitalization benefits may be received

for as many as 365 days during one illness and surgical benefits may be received up to $500.

Major Medical Coverage with Blue Cross-Blue Shield

This insurance is concerned with expenses which are not covered in the basic plan. Examples of such expenses are:

1. The physician's fee for home calls and office visits
2. Surgical fees above basic insurance benefits
3. The cost of drugs, braces, and other appliances
4. Charges for ambulance service and registered nurses

Eligibility for benefits is established and computed as follows:

1. Determine the amount of medical expenses for the individual concerned.
2. Subtract the amounts, if any, paid by the basic plan and Medicare.
3. If the remainder exceeds $100 within one calendar year, the excess constitutes "covered expenses" and a "benefit period" is established.
4. During a benefit period the Major Medical Plan reimburses 80 percent of reasonable and necessary covered expenses, except that after $10,000 of covered expenses have been incurred in a calendar year, 100% reimbursement is insured. A lifetime limit of $250,000 covered expenses has been set on this feature with provision that after the $25,000 level is reached, reimbursable registered nurse expense is limited to 50%.

Workmen's Compensation and Occupational Disease Insurance

State law requires all employers to provide specified benefits for employees who are injured in the line of duty. The cost of the benefits is borne entirely by the University. Injuries should be reported to the employee's immediate supervisor and by the supervisor to the office on each campus which is responsible for Property and Casualty Insurance. If an injury is covered by this insurance, it is not covered by basic or Major Medical insurance with Blue Cross-Blue Shield.

Federal Social Security

Most positions (except those of less than 600 hour duration per year) are covered by Old Age, Survivors, and Disability Insurance of the Social Security Acts. It is referred to often as OASI and is concerned with the payment of benefits to (1) employees who retire, (2) dependents of employees who are disabled, retired, or deceased, and (3) employees who become disabled before reaching retirement age.

By requirement of law, the University and employees share equally the Social Security tax on salary and wages. The tax rate is set by Congress and may be changed from time to time.

Health insurance—Medicare—is part of the Social Security program. It is available to persons who are 65 or older. Each person—employee and spouse separately, whether working or not—should file application for coverage with the Social Security Administration about eight weeks before the 65th birthday. Such early application insures that Medicare coverage will become effective at the beginning of the month in which age 65 is attained, coinciding with the effective date of a Medicare exclusion under basic and Major Medical insurance with Blue Cross-Blue Shield.

Unemployment Insurance

Indiana University faculty and staff now have the same economic security against unemployment that is provided by the Indiana Employment Security Act to workers in private industry. By act of Congress, all states were directed to expand unemployment insurance coverage to include employees of universities, colleges, and hospitals, effective January 1, 1972.

Unemployment insurance is provided for under the Social Security Acts of Congress and is designated to encourage stable employment and to provide compensatory benefits during periods of unemployment. There is no employee payroll deduction for this insurance. The full cost is charged to the University.

Those employed in an instruction, research, and principal administrative capacity on a 10-month basis will not be entitled to unemployment compensation benefits during the interval between successive academic years.

Pension Plans

TIAA/CREF

Two deferred annuity plans are available for full-time appointed faculty, librarians, administrative officers, and senior professional staff and are combined for each individual in the proportion selected. These plans operate with the Teachers Insurance and Annuity Association (TIAA) and with its companion company the College Retirement Equities Fund (CREF). The appointee may choose a distribution between TIAA and CREF according to any one of the five plans below:

	To TIAA	To CREF
Plan A	100%	0%
Plan B	75%	25%
Plan C	50%	50%
Plan D	25%	75%
Plan E	0%	100%

A change in allocation may be initiated at any time, but the effective date will be restricted to July 1 on or following such request for persons on twelve (12) months' salary basis, and to the beginning of the school year for those on an academic year salary basis.

Immediate Enrollment

Participation begins as of the employment date for:

1. Professors, associate professors, assistant professors, librarians, and associate librarians appointed with tenure or for a term of one year or longer.
2. Senior administrative officers.
3. Any other employee of eligible class including visiting faculty with rank of Instructor or higher who comes from an institution where he or she has participated in a similar retirement plan and who has a deferred TIAA or CREF annuity contract in force.

Other Enrollment

1. Instructors after three academic years of service.
2. Assistant librarians, affiliate librarians, junior administrative officers and senior professional staff after one year of service with participation effective on the first of the month following completion of the waiting period. Certain professional appointees, whose salaries meet the minimum requirement which is established annually, after one year of service.

Contribution by Employee

A contribution by the employee is required only when employment begins after age 50. To illustrate: Members who become employed in an eligible class at age 51 will contribute one percent of their salary; if employment begins at age 52 they will contribute two percent, etc.

(Waiver of this rule will be considered, however, if the new employee has a TIAA/CREF annuity accumulation which is deemed sufficient to compensate for belated enrollment in the plan at Indiana University. If the employee is entitled to benefits through a retirement system other than TIAA/CREF, this too will be considered in determining the sufficiency of the accumulation for retirement.)

Tax-Deferred Annuities

It is open to an employee already participating in TIAA/CREF to arrange for an addition to the annual TIAA/CREF accumulation via a corresponding reduction in annual salary. Up to certain limits such additional contributions to annuity funds can have a tax-deferred status. Individuals interested in such an option should contact their campus Personnel Office.

Contribution by Employer

On behalf of each eligible employee the University contributes to TIAA/CREF a sum equal to 15% of the annual salary (not including salary paid for teaching in the summer sessions) less $312. (The $312 thus subtracted forms part of the legally required institutional contribution to OASI.) Some examples may serve to clarify the University's pattern of contributions.

Annual Salary	$12,000	$20,000
15%	1,800	3,000
Amount applied toward Employer OASI contribution	312	312
Balance to TIAA/CREF	$ 1,488	$ 2,688

Death or Resignation

1. If the holder of a TIAA/CREF annuity dies before life income begins, the accumulation of premiums and earnings is payable to the holder's beneficiary.
2. If a member leaves Indiana University and accepts similar employment at another institution, he or she will probably continue there with the annuities issued here. The TIAA/CREF plan is used by approximately 2,700 colleges, universities, and other educational institutions.
3. If a member leaves but does not go to such an institution:
   a) The member may continue in the plan by paying premiums directly to TIAA/CREF.
   b) The member may request a life income beginning at once.
   c) If no action is taken immediately, interest and dividends will be added to the member's account pending (1) resumption of premium payments, or (2) settlement as elected by the member or beneficiary.

Retirement Age

At Indiana University, the TIAA/CREF annuity plan assumes a retirement age of seventy. The annuity income may begin at any age, provided that the annuitant is no longer in a position covered by this plan.

Retirement Income

Factors governing the annuity income are:

1. The amounts of premiums and earnings accumulated for retirement.
2. The age at which benefits begin. Early retirement yields a smaller income for a longer period.
3. The annuitant's earlier decision regarding the distribution of premiums between TIAA and CREF.
4. The income option chosen by the member when at retirement.

The options are commonly known as:

a) Single life annuity
b) Last survivor annuity
c) Life annuity guaranteed for 10 or 20 years certain

All of the options provide a life income for the member, and all but (a) provide income for a beneficiary in the event of the member's early death.

Under any of these options, where the annuitant is age 55 or over when payments begin, up to 10% of the total annuity accumulation may be taken, at the annuitant's choice, as a lump sum payment at retirement. The remaining 90% would be paid under the option chosen.

Supplementary Benefits Payable by the University

Early Retirement, Disability Rule. An employee holding a TIAA/CREF annuity who becomes totally and permanently disabled* may retire and receive University-derived benefits equal to his/her expectations at age 70, provided that eligibility has been attained under these rules:

1. Professors, associate professors, assistant professors, instructors, librarians, associate librarians, and assistant librarians must have completed at least five years of service and must have acquired tenure.
2. The President, the vice-presidents, and the deans must have completed at least five years of service.
3. Others enrolled in TIAA/CREF, including administrative officers and junior administrative officers, must have completed at least seven years of service.
4. Librarians not incorporated in the rank system must have completed ten years of service.

Early Retirement, 18-20 Year Rule. For reasons other than disability, a participant in TIAA/CREF may retire and receive University-derived benefits equal to his/her expectations at age 70, provided that eligibility has been attained under these rules:

1. The participant must have completed at least 18 years of participation in the TIAA/CREF annuity plan and 20 years of full-time service at Indiana University.

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*Totally and permanently disabled shall mean a condition of disablement by bodily injury or disease whereby the individual will presumably be continuously prevented for life from engaging in any occupation or performing any work for compensation of financial value for which the individual is reasonably fitted by education, training or experience.

The presumption of continuous disablement shall be void upon receipt of evidence which, in the judgment of the University, establishes that the individual, having received total and permanent disability benefits, has recovered ability to perform services comparable to those performed before disablement or has obtained employment with comparable financial reward.

2. The participant must have retired on or after the sixty-fifth birthday and prior to the seventieth birthday.

In order to have "benefits equal to expectations at 70" under this rule, the University pays:

1. To the member: an "interim benefit" which (with benefit then available from Workmen's Compensation and Occupational Disease Insurance, if any) will result in a total that is equal to benefits "expected at age 70" as defined below.
2. To TIAA/CREF: annuity premiums for the member's account in the regular amount paid by the University immediately prior to the member's retirement.

It should be noted, however, that payment by the University of interim benefits and annuity premiums terminates on the earliest of the following dates:

a) The date of the member's death
b) The date gainful employment is resumed
c) The member's seventieth birthday, at which time TIAA/CREF retirement annuity benefits will begin.

Definition: Benefits "expected at age 70" refers to the single life annuity from regular contributions made under this plan, with computations based on (a) payments to TIAA/CREF until age 70 as described above, and (b) the assumptions currently used by TIAA/CREF in annual reports to annuitants.

(Board of Trustees action; Administrative Committee action)

Regarding TIAA and CREF

TIAA was established in 1918 by the Carnegie Foundation for the Advancement of Teaching and the Carnegie Corporation of New York to provide retirement annuities, life insurance, and health insurance benefits designed especially for the needs of educators. A nonprofit organization, the Association's services are available only to educational institutions and their employees.

CREF, likewise a nonprofit organization, was established in 1952 by TIAA. The assets of TIAA are invested in bonds, mortgage loans, and other fixed-interest securities. The assets of CREF are invested in common stocks. The two systems are designed to complement each other. After retirement, a member will receive a fixed income from TIAA, while from CREF he will receive a variable income based upon the performance of common stocks. The objectives of CREF are to obtain more favorable income through investments in common stocks and to obtain more stability in the purchasing power of retirement income since dividends and the value of common stocks tend to rise and fall with general price levels.

CREF is corporately and financially separate from TIAA, with its own board of trustees and portfolio of investments. CREF and TIAA work together; the same officers and staff manage both companies. TIAA/CREF annuities are flexible, fully vested, transferable among institutions and noncashable. Each employee enrolled in TIAA/CREF is provided with an individual contract for TIAA, and another such contract for CREF.

Through its Counseling Department, TIAA/CREF offers free advisory service to educational institutions and their staff members. The policy holders elect each year, for a four-year term, one TIAA trustee and one CREF trustee.

PERF

The Public Employes' Retirement Fund (PERF) is a state retirement plan available to regular employees not in positions covered by the TIAA/CREF plan. Membership in PERF is optional during the first year of state employment and is required after one year. Three percent of earnings is deducted from each member's pay checks and deposited to the member's retirement account in the PERF system. This money is in the member's name, to be benefitted from in full at the time of retirement or to be withdrawn from the account with interest upon termination of state employment before eligible retirement age or before achieving vested rights in the retirement plan. A person who accumulates 10 or more years of creditable service in the plan shall also earn vested rights to a state-funded pension, upon qualified retirement, equal to 1.1% of the average annual salary, for the five highest years, times total years of service. Information about the PERF plan may be obtained from the Insurance Section of the Personnel Division.

Total University Contribution

Employer contributions to retirement programs are, of course, not limited to TIAA/CREF and PERF. There is also a significant institutional contribution to OASI which in turn generates a significant retirement benefit. Recent experience suggests the likelihood of frequent changes in the required institutional contribution to OASI. The total University contribution to retirement plans, of course, depends on each individual's salary level. The University publishes annually a statement of its total contributions to all retirement plans for various salary levels.

Fee Courtesy

Exceptions to the fee structure in the form of a fee courtesy will be made when a full-time (100% FTE) employee or spouse of a full-time employee enrolls for *credit* course work as follows:

1. Fees for a *full-time appointed (100% FTE) employee* of Indiana University enrolled in 1-6 credit hours in a semester or summer sessions will be assessed at one-half the resident credit hour rate at the campus where the employee enrolls, for the actual number of hours taken. Fees for credit hours in excess of six (6) in a semester or summer sessions will be assessed at full resident rate on that campus.
2. The spouse of a full-time (100% FTE) employee of Indiana University will be entitled to a fee courtesy consisting of a credit of one-half of the resident undergraduate fee rate at the campus where the spouse enrolls for each credit hour up to a maximum of three (3) credit hours per semester or summer sessions. This credit will be applied against the full fees of the student at the appropriate resident or non-resident rate.

(Board of Trustees action)

Credit Unions

A credit union is an organization of people who have some common bonds, such as a common place of employment, organized for the purpose of promoting thrift through convenient saving methods and of providing a helping financial hand to fellow workers who need a ready source for borrowing funds at a reasonable interest rate. Credit union facilities within Indiana University are operated by and for staff and faculty employees of the University. The University will handle payroll deductions for convenient credit union savings or for the repayment of credit union loans.

The mechanisms for access to credit union facilities differ somewhat from campus to campus. Any individual interested in joining an I.U. credit union and availing himself or herself of its services should consult the statement of credit union facilities in the campus-specific Handbooks.

PROFESSIONAL DEVELOPMENT

Faculty Promotions

Procedures for Recommendations

The departmental chairman or director of an academic unit shall have the responsibility of submitting the names of those members of the department who are deemed worthy of promotion on the basis of the established criteria. The responsible administrative officer shall keep under regular review, for each faculty member in the department, those of the following attributes which may be relevant to promotability:

a) Teaching performance and development of teaching techniques
b) Scholarship and reputation for achievement in the field
c) Loyalty and cooperativeness in the department and the University
d) Ability to stimulate and direct graduate students

e) Administrative work
f) Contributions to learned and professional societies

The responsible administrative officer's recommendations shall include *specific information* regarding the points outlined above plus any pertinent information concerning

a) Character and personality
b) Community and other public service
c) Contribution to good public relations

(Faculty Council action)

It shall be the privilege of any faculty member to submit a recommendation for the promotion of any faculty member including that of himself or herself. These recommendations shall be properly documented.

Recommendations, whether submitted by individual faculty members or coming from departmental chairmen or directors, shall be submitted through the academic administration of each campus. Administrative structure varies somewhat from campus to campus. For the specific information on intermediate stages of the promotion process, including faculty committees which advise academic administrators, see campus-specific Handbooks.

Academic administrators and Chancellors, advised by faculty committees, are responsible for submitting promotion recommendations to the President.

It shall be the responsibility of the President to submit to the Board of Trustees in time for consideration at their April meeting the names of those he recommends for promotion. The President shall state in writing to the relevant Chancellor the reasons for any changes in the recommendations of that Chancellor.

(Current administrative practice)

Where a candidate is not promoted, it shall be the obligation of the departmental chairman or dean to review with the candidate the reasons for the failure to promote, if such a request is made by the faculty member involved.

Criteria for Promotion

Teaching, research and creative work, and services which may be administrative, professional, or public are long-standing University promotion criteria. Promotion considerations must take into account, however, differences in mission between campuses, and between schools within some campuses, as well as the individual's contribution to the school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. A candidate for promotion should normally excel in at least one of the above categories and be satisfactory in the others. Promotion to any rank is a

recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Teaching

The prime requisites of any effective teacher are intellectual competence, integrity, independence, a willingness to consider suggestions and to cooperate in teaching activities, a spirit of scholarly inquiry which leads the teacher to develop and strengthen course content in the light of developments in the field as well as to improve methods of presenting material, a vital interest in teaching and working with students, and, above all, the ability to stimulate their intellectual interest and enthusiasm. The quality of teaching is admittedly difficult to evaluate. This evaluation is so important, however, that recommendations for an individual's promotion should include evidence drawn from such sources as the collective judgment of students, of student counselors, and of colleagues who have visited other classes or who have been closely associated with his or her teaching as supervisor or in some other capacity, or who have taught the same students in subsequent courses.

Research and Creative Activities

In most of the fields represented in the program of the University, publications in media of quality are expected as evidence of scholarly interest pursued independently of supervision or direction. An original contribution of a creative nature is as significant or as deserving as the publication of a scholarly book or article. Quality of production is considered more important than mere quantity. Significant evidence of scholarly merit may be either a single work of considerable importance or a series of studies constituting a general program of worthwhile research. The candidate should possess a definite continuing program of studies, investigations, or creative works.

Other Services

Educated talent, technical competence, and professional skills are indispensable in coping with the complexities of modern civilization. Because most technical assistance is carried on by professional persons, and a high proportion of them have university connection, the University must provide people to fill this need. The performance of services for the University or for external organizations may retard accumulation of evidence for proficiency in research or teaching even while contributing to the value of the individual as a member of the University community. In such cases effective service should be given the same consideration in determining promotion as proficiency in teaching or research. The evaluation of the service should be in terms of the effectiveness with which the service is performed, its relation to the general welfare of the University, and its effect on the development of the individual.

(Faculty Council action)

Promotion in Rank

When considered for promotion the individual should be assessed in regard to all three criteria from the preceding section. Favorable action should result when the individual has demonstrated a level of competence or distinction appropriate to the proposed rank in one area of endeavor. Failure to promote may arise from unsatisfactory performance in the other areas.

From Instructor to Assistant Professor

This promotion usually is based primarily on evidence of good teaching. Active participation in the affairs of the candidate's department and a promising beginning of independent scholarship are expected.

From Assistant Professor to Associate Professor

This advancement is based on continued improvement, whether in quality of teaching, in scholarship, or in the performance of service roles.

If teaching is the primary criterion, it should be distinctly superior to that of effective teachers at this and other major institutions. If research or other creative work is the primary criterion, the candidate should have demonstrated a broad grasp of his or her own and related fields and should be establishing a national reputation as a scholar. A definite and comprehensive plan of future research covering a number of years and a beginning thereon which extends well beyond the limits of the doctoral dissertation should be evident. If service to the University, profession, or community is the primary criterion, it should be discharged with merit and should reflect favorably on the University and on the individual's academic status.

From Associate Professor to Professor

This promotion is based upon achievement beyond the level required for the associate professorship.

If teaching is the primary criterion, the candidate must have demonstrated an extraordinary ability to stimulate in students, either undergraduate or graduate, a genuine desire for scholarly work. Wherever feasible he or she should have demonstrated the ability to direct the research of advanced students.

If research or other creative work is the primary criterion, the candidate should have shown a continued growth in scholarship which has brought a national reputation as a first-class productive scholar. If administrative, professional, or academic service is the primary criterion, distinguished contributions must be evident.

Promotions for Librarians

Criteria for Promotion

The criteria for promotion are (1) performance, (2) professional development, research and/or creativity, and (3) service. Promotion considerations must take into account, however, differences in mission among campuses, and among schools within some campuses, as well as the individual librarian's contribution to the school/campus mission. The relative weight attached to the criteria above should and must vary accordingly. Promotion to any rank is a recognition of past achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Performance

A librarian must be, first and foremost, an effective librarian in the position she or he fills on the library staff. Evidence of effective accomplishment of professional responsibilities is provided by position descriptions and evaluations made in relation to them. Additional evidence may be provided by: (1) descriptions of innovative procedures, publications relative to performance, etc., (2) evaluation by library users and colleagues.

Professional Development, Research and/or Creativity

A librarian who is responsive to the demands of the profession should make contributions through professional development, research and/or creativity. Evidence might include: (1) professional growth through additional formal or continuing education, (2) preparation of scholarly bibliographies, catalogues, indexes, or exhibits, (3) presentation of papers or lectures at conferences, (4) receipt of fellowships, grants, awards or other special honors, (5) publication or research including that in process.

Service

A librarian is expected to assume service obligations. Fulfilling these obligations enhances the value of the librarian as a member of the university and library community. Evidence of this concern might include such activities as: (1) participation in professional or scholarly societies, (2) service on academic, professional or scholarly committees, (3) professional consultation, (4) community service in organizations outside the university and/or outside the profession which enhances the image of the university (the relative weight attached to this kind of service varies according to the mission of the individual campus).

(Faculty Council action)

Recognition of Outstanding Achievement

Distinguished Ranks

Faculty members who have reached a high level of distinction in their professions may be designated Distinguished Professors or may be

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given named chairs within departments. Prior to 1967, the ranks of Distinguished Service Professor, Research Professor, and University Professor were utilized for this purpose.

(Board of Trustees action)

In the fall of each year nominations for distinguished ranks, and supporting documentation, are solicited from all members of the faculty by the Office of the President. The qualifications of nominees are examined by a committee which reports and makes recommendations to the President. The newly designated holders of distinguished rank are announced in the spring of each year.

(Administrative practice)

Awards for Teaching

Indiana University gives a number of awards for outstanding teaching by faculty members. The recipients of the awards are recommended by the standing University Committee on Teaching Awards. This committee, composed of representatives from all divisions of the University, bases its selections on nominations it receives from throughout the University, with careful consideration of suggestions made by students, alumni, and faculty colleagues of each nominee. Awards are made each spring at the Founders Day ceremony.

Each of these awards for outstanding teaching carries with it both a certificate and a substantial cash honorarium.

Frederic Bachman Lieber Award

The oldest of Indiana University teaching awards was established in 1954 by Mrs. Katie D. Bachman in memory of her grandson and was further endowed by Mrs. Herman Lieber. The award is a citation and placement of the recipient's name on a permanent plaque in the Indiana Memorial Union.

Herman F. Lieber Award

Established in 1961, this was first sponsored by the I.U. Foundation and is now sponsored by Mrs. Herman Lieber of Indianapolis. All regular members of the faculty with ranks from Instructor through Professor are eligible for the award.

AMOCO Foundation Awards

Established in 1967 by the Standard Oil (Ind.) Foundation, these three awards are given on an all-University basis, and all regular faculty members are eligible.

President's Award

Established in 1974, this award can be given in any division of the University and at any professorial rank.

Lieber Associate Instructor Awards

Initiated in 1961, these awards have been presented each year to outstanding teachers among the University's graduate students who combine their programs of advanced study with instructional employment in their schools and departments.

Sabbatical Leaves of Absence Program

The following is a general description of Indiana University's program. Specific details as to the routing of sabbatical leave applications, the functions of committees on sabbatical leaves, the roles of deans and chairmen in determining eligibility—these and similar matters are described in the campus-specific Handbooks.

Sabbatical Leaves for Faculty

Purpose

A faculty member has two academic functions, teaching and research. Travel to use other libraries or research centers, to work with other scholars, or to conduct field research is generally necessary for scholarly endeavor. The sabbatical leave program is undertaken to provide time for such scholarly research and any travel incident thereto and to allow members of the faculty to keep abreast of developments in their fields of service to the University.

A sabbatical leave is not a leave which a faculty member automatically "earns" by having been employed for a given period of time. Rather, it is an investment by the University in the expectation that the sabbatical leave will significantly enhance the faculty member's capacity to contribute to the objectives of the University. For this reason, sabbatical leave applications are approved only if there is adequate reason to believe that they will achieve this purpose.

A statement of proposed use of time is required to indicate the manner of achieving these general objectives. Acceptable programs for the use of time may include:

1. Research on significant problems
2. Important creative or descriptive work in any means of expression, for example, writing, painting, and so forth
3. Postdoctoral study along a specified line at another institution
4. Other projects satisfactory to the responsible committees and/or deans

Adherence to an approved plan is expected of a faculty member. At the termination of the leave, and not later than three months after returning to the campus, the faculty member shall submit a report of activities undertaken, which will be used in evaluating future applications for sabbatical leave of persons who have had one or more sabbatical leaves.

(Board of Trustees action)

Terms of Leave

Sabbatical leave will be for one semester at full salary or for one year at half salary. The sabbatical leave program requires that persons on sabbatical leave devote full time to the scholarly activity for which leave is granted and will receive no salary or stipend from other sources than the University except that (1) persons on leave for a year at half pay may engage in other scholarly activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources in such amounts that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned, and (2) persons on leave may receive grants from other sources for travel and research expenses incident to their scholarly activity.

(Board of Trustees action)

Eligibility

A faculty member is eligible for one sabbatical leave during each period of seven years' full-time service in faculty rank (including time on sabbatical leave), following the completion of the first six years of full-time service as a faculty member at Indiana University. For example, a faculty member may be granted one sabbatical leave in the seventh, eighth, ninth, tenth, eleventh, twelfth, or thirteenth year of service, and one in the fourteenth, fifteenth, sixteenth, seventeenth, eighteenth, nineteenth, or twentieth year of service. Ordinarily, however, a sabbatical leave will not be granted within less than four years following a preceding sabbatical leave. For example, a faculty member who is granted sabbatical leave in the twelfth year would not again be eligible until the seventeenth year. Leaves without pay do not count as part of the period by which eligibility for sabbatical leave is determined. The sabbatical leave program applies only to persons who agree to return to their positions at Indiana University for at least one academic year immediately following a period of sabbatical leave. A sabbatical leave will not be granted to a faculty member denied reappointment for the academic year immediately following the proposed leave. A sabbatical leave will not be granted for the last year of a faculty member's service prior to retirement.

(Board of Trustees action)

To be eligible for sabbatical leave, a faculty member must agree to reimburse Indiana University for any salary, retirement contributions, and insurance premiums paid during the sabbatical leave in the event that the faculty member does not return to the University for at least one academic year immediately following the leave.

(Administrative practice)

Scheduling

As far as possible, departmental schedules should be arranged so as to permit eligible members of the staff to take leaves. In arranging schedules, an attempt should be made to minimize the cost of substitute instruction and the disruption of the departmental program. Deadline dates relevant to these scheduling issues are to be found in the campus-specific Handbooks.

(Board of Trustees action)

After appropriate review procedures on each campus have been completed, the approved applications shall be forwarded through the President to the Board of Trustees. Final approval rests with the Board of Trustees, but a favorable recommendation by the appropriate Vice-President or Chancellor and the President establishes sufficient likelihood of a grant of leave so that applicants are justified in proceeding with plans and arrangements for leave.

(Board of Trustees action; Administrative practice)

Sabbatical Leaves for Librarians

A similar set of procedures exist for granting sabbatical leaves to librarians. As with faculty members, a statement of proposed use of time is required to indicate the objectives of the proposed sabbatical leave program. Acceptable sabbatical leave proposals for librarians include scholarly and pedagogical research, creative work, post-master's study such as a second masters degree or doctorate (normally undertaken at another institution), and other projects satisfactory to the responsible committees and/or deans. The terms of librarians' sabbatical leave are that the leave will be for one semester at full salary or for one year at half salary. For purposes of reckoning the time for librarians, a semester is computed as five months and a year as ten months. Eligibility for librarians is calculated in the same manner as eligibility for faculty members. In matters such as scheduling, eligibility for fringe benefits while on leave, filing of reports, and reimbursement agreements, procedures for librarians are the same as those for faculty members.

(Board of Trustees action; Administrative practice)

Fringe Benefits While on Sabbatical Leave

Group Life Insurance

The University continues this coverage, and the related benefits, based on the full-time salary rate and at no cost to the faculty member for either a one-year or a one-semester sabbatical leave.

(Board of Trustees action)

Group Medical Insurance

The Blue Cross-Blue Shield medical insurance, which is in any case optional for faculty members, will be automatically continued during

the semester or year in question, if it was in force immediately prior to that semester or year. The individual's contribution will continue by payroll deduction, and the University will make its normal contribution.

TIAA/CREF

For a faculty member taking a one-semester sabbatical leave at full pay, the University will make the full TIAA/CREF contribution for the semester in question.

For a full-year sabbatical leave at one-half salary, the normal University contribution is the customary amount payable on that one-half of the faculty member's salary. Thus faculty members taking such a leave coupled with some type of external financial support should look to this external source for any TIAA/CREF contributions supplemental to the one-half of normal contributions paid by the University. Exceptions to this policy are made only in two situations. The University will make TIAA/CREF contributions on the full salary *rate* for the year in question if:

1. There are *extraordinary circumstances*, such as those involving prestigious research grants combined with sabbatical leaves where it is impossible for the faculty member to make necessary arrangements for his TIAA/CREF to be assumed by the grantor agency, in which the acceptance of the grant would be of such demonstrable value *to the University* that it is in the interest of the University to assume the additional TIAA/CREF liability, and in which acceptance of the grant would require a substantial financial sacrifice by the faculty member. Such exceptions must be recommended by the department head and approved by the appropriate dean and vice-president or chancellor, and by the Board of Trustees.
2. A faculty member who receives no external financial support during the year in question nevertheless takes a full-year, half-pay sabbatical leave. A written statement by the faculty member in advance of the beginning of the leave indicating that there is no external financial support is a prerequisite to such payment by the University of TIAA/CREF contributions on the full base salary.

Leave Without Pay

Request for Leave

When a faculty member or other academic employee wants to take such a leave (LWOP), he should initiate a request through normal administrative channels. This request should be accompanied by a brief statement of the reasons for which the leave is sought. Leaves of absence without pay are limited to one year. Under unusual circumstances, exceptions can be approved.

(Administrative practice)

Status of Time Spent on Leave without Pay

A year or semester on LWOP does *not* count as a year or semester of service to the University. This means that such leave *will not be counted* in reckoning:

1. University obligations to make contributions to retirement funds.
2. Year's credit toward tenure, except that it may be counted if the leave is spent as a full-time faculty member at some other institution.
3. Year's credit towards sabbatical eligibility.
4. Years of service which may be relevant under any other University regulations, such as those concerned with early retirement.

(Administrative practice)

Fringe Benefits While on Leave without Pay

TIAA/CREF

It is the policy of the University not to make TIAA/CREF contributions while an appointee is on leave without pay. A participant in TIAA/CREF who plans to take leave of absence without pay should make appropriate arrangements with his prospective employer or grantor agency to cover his TIAA/CREF contributions. Such contributions can be made directly to TIAA/CREF by the employing institution whether or not that institution participates in the TIAA/CREF program. Alternatively, the employing institution could set the level of compensation at a figure which would permit the individual to make payments to TIAA/CREF, although tax disadvantages would usually result from such an arrangement.

There are extraordinary circumstances, such as those involving prestigious research grants where it is impossible for the appointee to make necessary arrangements for his TIAA/CREF to be assumed by the employing institution or grantor agency, in which the acceptance of the grant would be of such demonstrable value *to the University* that it is in the interest of the University to assume the TIAA/CREF liability, and in which acceptance of the grant would require a substantial financial sacrifice by the faculty member. Such exceptions must be recommended by the department head and approved by the appropriate dean and vice-president or chancellor, and by the Board of Trustees.

(Administrative practice)

Group Life Insurance

During leave without pay, the University will continue the insurance in force for three months. If the leave extends for more than three months, the insurance will be suspended unless the employee elects its continuance by the advance payment of premiums at the campus Personnel Office. If the insurance is suspended during the leave,

when the appointee returns it will be automatically reinstated in accordance with the plan certificate.

Group Medical Insurance

It is the policy of the University to continue its contributions toward medical insurance for faculty or staff members on leave of absence without pay for as long as the appointee continues paying the employee share of the premium. The appointee must make arrangements with the University in advance of the beginning of the leave to pay the employee's share of medical insurance premiums. The University strongly urges that such insurance be continued, although continuation is optional.

If an employee transfers to another Blue Cross-Blue Shield plan during leave of absence and if premiums have all been paid to date of transfer back to the Indiana University plan, coverage can be transferred back to the University plan without any loss of coverage. If insurance coverage lapses during leave of absence, or if coverage is transferred to some plan other than Blue Cross-Blue Shield, the employee will be treated, for purposes of Group Medical Insurance, as a new employee upon his or her return from leave.

Other Leaves and Absences

Sick Leave

In case of illness of any full-time academic appointee he or she shall be paid six weeks' full salary during the illness and 50 percent for the balance of the semester in case the illness continues that long. Where prognosis for early recovery is favorable, the University may, upon recommendation of the chairman or immediate supervisor followed by concurrence of the appropriate dean or vice-president or chancellor, extend the period of sick leave beyond the limits of one semester to a total maximum of six weeks at full pay and nine additional weeks at one-half pay. Beyond such periods or upon recognition that the illness will be more prolonged, the individual shall be placed upon leave without pay.

(Board of Trustees action)

Pregnancy and Childrearing Leaves

Pregnancy and childrearing shall be considered a permissable purpose for applying for a leave without pay, and shall be available as prescribed by the policy on leave without pay, to all academic appointees. A reasonable number of childrearing leaves shall be available to both mothers and fathers, under conditions mutually agreed upon between an individual and his/her department head. A pregnant academic appointee may take, but is not required to take a leave, to be known as a pregnancy leave, extending from and up to two weeks prior to the expected delivery date through and up to four weeks following

delivery and such additional time as medically is required. Such pregnancy leave shall be considered to be necessitated by disabilities resulting from pregnancy.

Disabilities resulting from pregnancy (including predelivery, delivery, and post partum medical needs, and complications of pregnancy and/or childbirth and termination of pregnancy whether by miscarriage or abortion) are to be treated as are any other temporary medical disabilities for all purposes, regardless of marital status. As is the case with other disabilities, if the academic appointee makes up work, to the satisfaction of the appropriate administrator, no deduction from sick leave shall be made.

(Board of Trustees action)

Military Tours of Duty

The policy on short-term leaves of absence for military duty conforms to the following regulation of the Indiana General Assembly concerning state employees in general: Those persons "who are members of the Indiana National Guard or of the reserve components or the retired personnel of the naval, air, or ground forces, shall be entitled to leave of absence from their respective duties, without loss of time or pay for such time as the members of the National Guard are in the military service on training duties of the state of Indiana under the order of the governor as commander-in-chief, or as members of any reserve component under the orders of the component authority thereof, for periods not to exceed fifteen days in any one calendar year."

(Board of Trustees action)

Jury Duty and Subpoenaed Witnesses

An academic appointee of the University called for jury duty will be allowed absence with pay for the period of service as a juror. An academic appointee who has been subpoenaed will be allowed absence with pay when serving as a witness.

(Board of Trustees action)

Travel

The University, within the limits of its means, tries to provide travel funds for the staff whenever such travel can be justified as part of the necessary or desirable work of the institution.

Travel on University Business

Allowance for institutional travel is made when representation of the University is considered necessary. Full travel is allowed, including per diem allowance. The appropriate dean determines whether or not a proposed trip is to be considered institutional travel.

Travel to Professional Meetings

Travel allowances support travel to professional meetings within the continental limits of the United States. Each *campus*, and in some

cases each *school*, in the University has its own regulations regarding travel to professional meetings.

Travel to Overseas Conferences
Those wishing to attend international conferences may apply for partial travel support to the Overseas Conference Fund, which is administered through the Office of International Programs and funded by the I.U. Foundation. Within the limits of available funds, support will be forthcoming when it is demonstrated that attendance at the conference will benefit both the participant and Indiana University.

Financial Aids and Services Which Support Professional Development and Research
Grants-in-Aid of Research
It is the purpose of Grants-in-Aid of Research to encourage and assist promising research and other creative endeavors of significance. Recipients of such support are expected to exercise appropriate initiative in securing needed continuing assistance from sources outside the University.

Grants-in-Aid of Research may be used for any specific and necessary research expenses such as for special supplies, wages of technical or clerical assistants, limited travel to special libraries, etc. The maximum award is $1,500 on most campuses. When adequate justification is presented, renewals may be allowed. If the work of a project yields substantial income, as from royalties on a book, the Grant-in-Aid recipient is required to reimburse the University up to the full amount of the award. Also, when projects are terminated a succinct report is to be submitted.

Summer Faculty Fellowships
A limited number of summer fellowships are awarded to regular faculty members who wish to devote full time to creative work in the arts or to research. Recipients must not hold an appointment at any time during the summer which requires any teaching or other service, and they must be planning to remain on the faculty during the following year. Applications are required by an announced date in November for consideration for fellowships for the following summer. Announcements of awards are generally made the latter part of December.

University Research Operations Committee
The Research Operations Committee is funded through an appropriation from the Board of Trustees from the general funds of the University. The purpose of these funds is to facilitate the research efforts of the academic units and individual faculty members and librarians. The award of funds is based upon written requests, usually in

memorandum form, which explain and justify the need. The requests must be routed through departmental chairmen and the dean of the particular college or school, and then transmitted to the committee through the Vice-President or Chancellor of the campus from which the request arises.

Normally, the committee gives preference to requests designed to stimulate additional research and development. Requests for the support of items which can typically be budgeted through regular channels should not come before the committee. The committee does not provide funds for the continuing or long-term support of projects. [illegible]: which the committee may provide support include:

1. [illegible] money support for the initiation of research when the amount required is considerably beyond the campus funds normally reserved for this purpose.
2. The promotion of new research and development areas, inter-disciplinary research, and new centers or institutes.
3. The underwriting of selected projects or project-related items for which external support is virtually assured but which need a commitment to provide proper project operation. Underwrites are not grants and are automatically cancelled upon receipt of externally sponsored funds.
4. Matching funds for research equipment which cannot be afforded within the regular equipment allocations.
5. Support for exceptional expenses for outstanding new faculty members and librarians—expenses which are truly unpredictable and unanticipated in the regular allocation of funds to the academic unit involved.

Indiana University Foundation

The Indiana University Foundation was chartered in 1936 to support the objectives of the University and to add to its margin of excellence. An early function of the Foundation was to provide a channel for alumni gifts to the University. This has continued to be an important part of the Foundation's program. Thousands of alumni contribute through an annual giving program which places Indiana at the forefront among state universities in total number of donors and of gifts. In recent years the attention of the Foundation has turned increasingly to sponsorship of faculty and librarian research programs made possible through grants and contracts from government agencies, business and industry, philanthropic organizations, and other sources. Because of their diversity and number, research projects call for specialized attention beyond that available through regular University channels. The Trustees of the University therefore delegated general supervision and coordination of all research programs to the Foundation.

In 1975 a Grant Information and Assistance Office was established for the purpose of disseminating information on the availability of outside funding for research and developmental projects to Indiana University faculty, librarians, and students. The office reports to the Special Assistant to the President and Dean for Research Coordination and Development. The Office assists faculty members in locating potential sources of support, advises on the writing of research proposals, and works with investigators in the patenting of inventions and discoveries.

Faculty members and librarians seeking funds for the support of research, educational development, or other research projects to be funded by outside sources are encouraged to write or visit the Office located in Showalter House.

Indiana University Computing Network

The Indiana University Computing Network has been established to provide the resources needed to accomplish the major computing tasks in instruction, research, public service, and administration. To meet these needs, there are three central computing centers that provide services on a University-wide basis. Each of the eight campuses has equal access to all three centers via a data communication system.

The Marshal H. Wrubel Computing Center (Bloomington) and the Indianapolis Computing Center are the primary academic computing facilities serving the entire University. Any academic appointee or student is eligible to use these facilities for research and instructional purposes. These centers provide training and technical assistance to help those with computing problems which arise in their work.

There is "open access" to the academic computing resources available in the University to carry out the instruction and research functions which are deemed appropriate and authorized as being part of the institution's mission. The individual user is not constrained by any concern for cost to be accounted against a personal or departmental budget. The centers are self-supporting with all costs for services recovered from direct charges to research grants or through utility charges to each campus. All grant proposals are reviewed by the appropriate office at each individual campus to insure adequate provision for computing support.

The Marshal H. Wrubel Computing Center provides for batch processing and limited interactive computing, while the Indianapolis Computing Center is devoted to interactive computing. Neither of these centers does administrative data processing for the University unless unusual circumstances arise which demand resources not available at Data Systems and Services.

Data Systems and Services is the administrative data processing center for Indiana University. This department is charged with the responsibilities of designing systems, writing programs, and processing data for all administrative offices in the institution. As a consequence, it operates on a "closed shop" basis. Services may be available for research and instruction where programs and systems have been obtained which were originally developed for IBM equipment. A "Request for Service" form must be completed to obtain approval to process information through Data Systems and Services. These forms may be obtained from any campus computing center. All requests for academic use of these facilities must be approved by the University Academic Computing Policy Committee.

Administrative data processing services are provided to the general university offices at no cost. Auxiliaries and income generating departments may be charged for services. Charges for instructional and research consulting will be on the same basis as those for the other two computing centers.

Planning and coordination for system-wide academic computing is the joint responsibility of the University Director of Information and Computing Services and the University Academic Computing Policy Committee. For administrative computing, it is the joint responsibility of the University Director of Information and Computing Services and the Indiana University Management Information Steering Committee. In both instances these committees are formed of representatives from Bloomington, IUPUI, and regional campuses. The immediate management responsibility for the central computing centers resides in their directors.

The University Libraries

While physically located on different campuses, the libraries of Indiana University form an integrated system. This system is centered in a major library building located in Bloomington. This building also houses the Undergraduate Library and the regional campuses' central reference services and technical services. The Lilly Library for special collections and rare books and manuscripts is also located in Bloomington in a separate building. There are eighteen branch libraries on the Bloomington campus, seven libraries at IUPUI in Indianapolis, and six regional campus libraries.

A Faculty Library Committee, elected by the University Faculty Council, advises the library administration, and has contributed significantly to the development of an effective, multi-campus library system. In addition to committee efforts, all faculty members are expected to survey the library holdings in their respective fields and to assist in developing the library collections. The system's

holdings include over 3.7 million bound volumes and over 2.6 million manuscripts.

Loan privileges, reserve procedures, methods of access to the holdings of other libraries in the system, and the ordering process differ somewhat from campus to campus. Consult campus Handbooks for more specific information.

University Press
The Indiana University Press was founded to encourage the publication of worthy books and to advance scholarship by the worldwide promotion and distribution of books of merit. Within the limits of its budget, it publishes not only manuscripts of sound scholarship, but also books of interest to, and importance for, the general reader. It is the belief of the University that its Press should not only encourage the publication of scholarly research in readable and intelligible form, but also that it should make the results of that research available to as wide an audience as possible. Accordingly, the Press places special emphasis on advertising, promotion, and publicity in its operations.

It is hoped that the faculty will make full use of the book publishing facilities provided and will call to the attention of scholars and writers everywhere a professional publishing operation which contributes to the reputation of the University.

REMUNERATION

Salary Policy

The salary of each academic appointee is reviewed annually by the department chairman in consultation with the Dean of the campus, college, school, or division. The Dean then recommends to the Chancellor or Vice-President salary adjustments as merited by such factors as the individual's achievements in teaching, research, and public service. The recommendations are reviewed by the President; the President's recommendations are acted upon by the Board of Trustees. Salary adjustments are based upon merit; across-the-board increases are not utilized at Indiana University.

(Faculty Council action)

Those appointed for an academic year are paid on the basis of ten equal payroll checks (five for each semester). It is sometimes necessary to prorate pay because of resignation, termination, illness, or death. The calculation will be based on the number of calendar days falling within a semester. The relevant item is the ratio of calendar days prior to the cessation of work to the total in the semester.

(Administrative practice)

Vacation Policy for Twelve Months Academic Staff

1. All twelve-month academic appointees are entitled to one month's paid vacation during each calendar year.
2. Vacation time is not cumulative, i.e., if vacation time is not taken during one year the individual is not entitled to two months' vacation during the next year.
3. During a vacation period for which an individual receives his or her regular monthly compensation, it is understood that he or she shall not accept or receive compensation for full-time employment elsewhere.
4. Although vacations need not be taken at the same time each year, the vacation period in any year should not follow immediately the vacation period of the preceding year.
5. No academic appointee can expect additional compensation in lieu of vacation. Where there is unused vacation time at the end of an appointment, or at retirement, this prohibition will also normally apply.

(Board of Trustees action)

General Policy on Outside Activities and Extra Compensation for the Four State Universities of Indiana

1. The policy here outlined is understood as applying only to full-time academic appointees when they are on the payroll.
2. The total amount of time devoted to outside work by an individual faculty member shall not exceed an average of one day a week during the period one is on the payroll. A faculty member may engage in such outside research and consulting activities only provided the nature of the activity is compatible with the broad objectives of the University and will enhance his or her effectiveness as a teacher and scholar. In all cases departmental duties and one's obligation to the University must take priority over any outside commitments of an income-producing character.
3. It shall be the responsibility of each individual faculty member to see to it that such consulting and other remunerated activities as may be engaged in, and such additional remuneration as these activities may generate, shall be in compliance with the spirit of this regulation. The chairman and academic deans shall have the additional responsibility of monitoring such activities within their units. A rough guideline might be derived from the regulation that appropriate outside activities should not exceed an average of one a day a week during the period when a faculty member is on the payroll; in conformity with the spirit of this policy, it would seem clear that no faculty member should receive extra compensation which amounted in total to more than 20% of regular compensation during any academic year, or during any summer

session in which he or she is employed full-time by Indiana University.

4. To insure accountability and control of all funds expended by the University, outside funds will not be commingled with the General Fund. It is understood that projects, which are supported by contracts or grants and in which it is expected that full-time faculty members may be asked to participate, will be established in accounts other than the General Fund and must be under full control of the University.
5. No payment in addition to his budgeted salary may be made to an individual faculty member from the General Fund except for programs traditionally accepted and approved, such as extension teaching.
6. Faculty members devoting part-time to projects supported by contracts and grants will receive General Fund salary support only for that portion of their time devoted to regular University programs of instruction and research. In no case will the total of salary components from General Fund and contract or grant sources exceed 100 percent of the faculty member's normal, budgeted salary rate.

RETIREMENT

Retirement Age

At Indiana University, the age fixed for retirement is seventy years. Employees born on the thirtieth day of June retire on their seventieth birthdays, all others retire on the thirtieth day of June next following their seventieth birthdays. Optional retirement may occur prior to age 70.

(Board of Trustees action)

Administrative Retirement Age

The President, deans, chairmen and heads of academic departments shall be retired from their administrative duties at the end of the academic year in which they attain the age of 65. Where administrative officers also hold faculty or library rank, they may continue to serve in their non-administrative capacity, until full retirement on June 30 coinciding with or next following the seventieth birthday.

(Board of Trustees action)

The Occasion of Retirement

Each campus arranges an occasion in the spring of each academic year to honor academic appointees who are retiring, along with those already retired.

(Faculty Council action)

The Status and Privileges of Retired Faculty Members
The campuses of Indiana University extend various privileges to retired appointees. There is, of necessity, some variation from campus to campus, so interested individuals should consult the campus-specific Handbooks.

(Administrative practice)

Employment of Retired Academic Appointees
Employment of retired employees, if offered, shall be invitational on a year-to-year basis, at the option of the University. The employment of retired academic appointees shall be exclusively on the basis of ability to perform in response to actual needs of the institution in teaching, research, and related areas. At the option of the University, a complete physical examination may be required where such employment is under consideration.

(Board of Trustees action)

III. The Academic Appointee and the Student

ADMISSIONS POLICY

All Entering Freshmen

These students are expected to have completed four units (years) of English (one-half unit each of speech and journalism may be included) and nine or more units of work in some combination of foreign language, mathematics, science, and social studies. Students seeking admission to the College of Arts and Sciences or School of Nursing should include two or more years each of mathematics, science, and foreign language.

Out-of-State Freshmen

These freshmen are selected from applicants whose class rank and test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) are in the *top quarter*.

In-State Freshmen

Indiana residents must be in the *top half* of their classes or make above average scores on the entrance test battery. The Admissions Committee is authorized to make reasonable exceptions and, at its discretion, to accept students on probation.

In-State Transfer Applicants

Those who are residents of Indiana are admitted if their previous academic and personal records have been satisfactory. Students whose cumulative index is calculated to be less than 2.0 (C average), as required at Indiana University, are normally denied admission. If the deficiency is small and the applicant appears able to make it up, he may sometimes be allowed to enter on probation and on a further condition that he make up the deficient points. Any applicant who has been in college as much as three semesters and who has a deficiency is ineligible for even probationary admission.

Out-of-State Transfer Applicants
These students are expected to have a B average or better.

Policy at Other Indiana University Campuses
The regional campuses require the same application procedures, the same filing dates, and the same entrance examinations as divisions in Bloomington and Indianapolis. The same standards prevail throughout the University.

Indiana University in its commitment to full compliance with *governing* federal regulations and legislation, specifically prohibits sex or racial discrimination through separate ranking of applicants, application of quotas, administration of sex or racial-biased tests or selection criteria, and granting of preference to applicants based on their attendance at particular institutions if the preference results in disparate discrimination. University policies forbid application in a discriminatory manner of rules concerning marital or parental status. The requirements for admission are to be applied uniformly to all persons applying for entrance.

(Federal regulation, Title IX, Education Act, 1972)

EXAMINATIONS

Review of Examinations
It is requested that all instructors in the University give opportunity for review of hourly and mid-semester examinations in each of their undergraduate courses.

Written Assignments Prior to Examinations
In the undergraduate schools of the University, papers, term reports, and formal tests—except for practical tests at the end of laboratory periods—should not be required during the seven-day period preceding examinations, and all such reports, papers, and formal tests should be completed prior to this seven-day period preceding examinations.

Examination Files
It is requested that each head of a University department which has undergraduate students assemble at the discretion of the several instructors, and transmit to the library five sets of typical weekly or biweekly quizzes, hourly and mid-semester examinations, and final examinations for all freshman and sophomore courses in the department, together with typical examinations for junior and senior courses.

Final Examinations
At the close of each regular semester, a period of approximately one week is provided for semester examinations. The time devoted to each examination is ordinarily two hours, regardless of the number of hours a week the class has met.

Departmental (or combined) examinations are ordinarily restricted to those courses which have five or more sections.

A reading day is scheduled between the last day of class recitation and the first day of the examination period, provided the reading day does not fall upon Monday or Friday.

In the summer sessions, final examinations are ordinarily held on the last day of scheduled classes.

Night Examinations
There shall be no night examinations during the period of final examinations.

Night examinations are permitted in the College of Arts and Sciences during the semester for courses with multiple-sections with the consent of the Dean of the Faculties. For the rest of the University, night examinations are permitted for multiple-section courses with the consent of the Dean of the Faculties.

GRADES AND GRADING POLICY

Grading System at Indiana University
The official grade code of Indiana University is:

A—Highest Passing Grade	I—Incomplete
B	Def—Deferred
C	S—Satisfactory*
D—Lowest Passing Grade	W—Withdrawn
F— Failed	WF—Withdrawn, Failing

*This grade may be used only under the following conditions: (1) permission (granted prior to the beginning of the course) of the Dean of the Faculties and the dean of the school offering the course; (2) the understanding that in any course in which the grade S is used, the only other grade permitted will be F; (3) the understanding that hours of credit with the grade S will count toward graduation, but the course will be ignored in computing credit points. A special provision allows students in special evening classes at Bloomington to elect, at the beginning of the class, but not later, whether to receive the special grade of S or the regular grade.

1. One of these grades must be turned in at the end of the semester for each student in each course in which he is enrolled. With the exception of some courses in the School of Medicine, there is no course in the University in which the grade of Def (Deferred) is applicable.
2. Plus and minus marks after the letter grades are presently authorized for use in recording grades for graduate students in the Graduate School and the School of Education *only*. They are not authorized for use in any other school or division of the University.

3. Occasionally it is necessary, because of an error, for a final grade to be changed after it is turned in to the Office of Records and Admissions. Before the Registrar can make this change on the student's official record, the dean of the appropriate school must approve the change. The faculty member presents the reason for the change to his dean, who, in turn, writes a letter to the Registrar authorizing the change.

Incompletes*

Circumstances Under Which Incompletes May Be Given

The grade of Incomplete is used on the final grade reports. The grade of I (incomplete) indicates that the work is satisfactory as of the end of the semester but has not been completed. The grade of Incomplete may be given *only* when the completed portion of a student's work in the course is of passing quality. Teachers may award the grade of Incomplete only upon a showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of his work.

Procedure for the Uniform Handling of Incompletes

DEPARTMENTAL CARD FILES

Each department of the College of Arts and Sciences and each school of the University shall maintain a card-file record of Incomplete grades recorded in courses of that department or school. This record, on a specially designed card completed by the instructor, should include (1) the name of the student, (2) the course number and hours of credit, (3) semester and year of enrollment, (4) the signature of the instructor, (5) a brief statement of the reason for recording the Incomplete, and (6) an adequate guide for removal of the Incomplete grade (with a suggested final grade) in the event of the departure or extended absence of the instructor from the campus.

TIME LIMITS FOR REMOVAL OF INCOMPLETES

The time allowed for the removal of an Incomplete is one calendar year from the date of its recording, except that the dean of the student's college or school may authorize adjustment of this period in exceptional circumstances. If the student fails to remove the Incomplete within the time allowed, the dean of the school in which he or she is currently enrolled shall authorize the Office of Records and Admissions to change the Incomplete to F. Both the student and the instructor in whose course the student received the Incomplete shall be notified of this change in grade.

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*None of these regulations apply to those graduate courses or research and reading courses in which completion of the work of the course is not necessarily required at the end of the semester. *Once a student has graduated, nothing in these regulations shall prohibit the Incomplete from remaining on the record.*

A student may not enroll in a course in which he has a grade of Incomplete.

The student may be denied the right to make up an Incomplete if it seems to the dean and the instructor that it is impractical for the student to complete the course. In this case, the student should be given the opportunity to withdraw from the course.

INCOMPLETES RESULTING FROM ABSENCE FROM FINAL EXAMINATIONS

Where the grade of Incomplete is given because the student missed the final examination, he shall be allowed to remove the Incomplete by taking the examination only if he has followed the regular procedure to have his absence excused and the Committee on Absence has notified the instructor that the student may be permitted to take the examination. If the Committee on Absence, under the Dean for Student Services, determines that the reason for the student's absence is not satisfactory, it should inform the instructor that the grade of Incomplete should be changed to a grade of F.

Where the Incomplete was received because of absence from the final examination, students may prefer to receive a grade of W instead of taking the examination. In such cases, the Dean will not approve the grade of W unless the Committee on Absence has approved the reason for absence.

METHODS FOR REMOVING INCOMPLETES

A grade of Incomplete may be removed in one of the following ways: (1) by the student completing the course within the time limit and the instructor sending the appropriate Removal of Incomplete Card to the Office of Records and Admissions; (2) by the dean of the student's school authorizing the change of Incomplete to W.

Grades for Credit Earned by Examination

When credit is earned by examination, only the grades of S and A will be used in recording. The grade of S will ordinarily be used and the grade of A will be assigned only in instances of clearly superior performance.

Grades Given Upon Withdrawal from Courses—Undergraduates Only

Withdrawal During Drop and Add Period

The permanent record will not show withdrawals made during the period of Drop and Add.

Withdrawal During the First Three Weeks of a Semester

A grade of W is given automatically to the student who withdraws during the first three weeks of a regular semester or during the first two weeks of a summer session. The grade is assigned on the date of withdrawal.

Withdrawal After the First Three Weeks of a Semester
After the periods specified above, a student may withdraw only with the permission of his dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. The desire to avoid a low grade is not an acceptable reason for withdrawal from a course. To qualify for the grade of W , a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be WF.

Absence During Last Weeks of a Semester
If a student is not in attendance during the last several weeks of a semester, the instructor may report a grade of I if he has reason to believe that the absence was beyond the student's control; otherwise, he shall record a grade of F. Failure to complete a course without an authorized withdrawal will result in the grade of F.

Grade-Point Average
The grade-point average (GPA) is determined by multiplying the semester hours of a particular course times the credit points equivalent to the grade of the course, then by dividing the sum of the credit points by the total number of semester hours completed. Credit points are assigned as follows: A = 4 points, B = 3, C = 2, D = 1, and F = 0.
Any undergraduate who has retaken a course previously failed shall have only the second grade in that course counted in the determination of his or her grade-point average. The student's transcript shall record both grades. When a grade-point average has been calculated in accord with this policy, any F grade not included in the calculation shall be recorded as FX.

Midterm Class Reports
Near mid-semester, members of the faculty receive in the mail "pink sheets" on which are listed the names of all students in their various classes. All necessary corrections are made on these "pink sheets" by the members of the faculty in order to make the report an accurate enrollment record.

Grade Reports
Midterm Grades
Letter grade reports shall be given at midterm for all University Division students. Faculty members are expected to give each undergraduate a written evaluation of his performance as early as compatible with the nature of the course, but not later than after two-thirds of the semester or summer session have elapsed. This evidence will normally consist of a letter grade, but it could also be recorded in a different manner (e.g., written critique of a paper, written evaluation of the student's total performance). In certain types of courses such as senior or Honors seminars, the evaluation might be given orally.

Final Grade Reports

At the end of the semester, the faculty members are given final grade report sheets on which they enter the grades discussed on page 83.

1. Faculty members are asked to bring the grade report sheets to the Office of Records and Admissions so that any questions about them may be answered.
2. These grade reports are due in the Office of Records and Admissions seventy-two hours after the final examination for students who are not degree candidates, and twenty-four hours after the final examination for degree candidates. When no final examination is given, final grades are due forty-eight hours after the last class meeting. If they are turned in after the deadline, the Registrar cannot be responsible for informing the deans and students of the late grade, and the faculty member is required to so inform them.

Grade Change

Once a grade sheet has been received by the Office of Records and Admissions, no grade, except that of Incomplete (I) or Deferred (Def), contained thereon may be changed except with the written consent of the dean or his authorized representative of the college or school in which the instructor or professor is a faculty member and with a report to the faculty of the respective college or school.

Change of Grade W or WF

If the final grade sheet carries the grade of W or WF already printed upon it when it is received by the instructor, in no case is this grade to be changed without discussion with the Registrar.

Posting of Student Grades

The Faculty Council recommends that when faculty members post the grades of students the grades be identified by code and not by the names of the students.

CHEATING AND PLAGIARISM

The faculty member has a responsibility to foster the intellectual honesty as well as the intellectual development of his students. He should carefully scrutinize his methods of teaching and his assignments in order to be sure that they encourage his students to be honest. If necessary, he should explain clearly the meaning of cheating and plagarism as they apply to his course. The faculty member's obligation is particularly serious in connection with examinations. It is his duty to arrange for careful supervision of all examinations and class exercises. Should the faculty member detect signs of plagiarism or cheating, it is his most serious obligation to investigate these thoroughly, to take appropriate action with respect to the grades of his students, and in any event to report the matter to the Dean for

Student Services. The necessity to report every case of cheating, whether or not further action is desirable, arises particularly because of the possibility that this is not the student's first offense, or that other offenses may follow it. Equity also demands that a uniform reporting practice be enforced; otherwise, some students will be penalized while others guilty of the same actions go free.

A university is devoted to the discovery and communication of knowledge. In this endeavor, intellectual integrity is of the utmost importance, and correspondingly, its absence is taken very seriously. By enrolling at Indiana University, each student commits himself to its ideals and must expect to find them actively fostered and defended.

In practical terms, in addition to the preceding moral considerations, the University must determine whether its teaching is effective and give due recognition which includes valuable fellowships and scholarships, to those students who have succeeded in learning. In order to encourage learning and to judge its quality, examinations and assignments are employed. To evaluate these with justice and fairness, it is necessary that they be executed with complete honesty. In the interest of protecting the honest student and making an accurate evaluation of every student's performance, the University has adopted the following regulations governing cheating and plagiarism.

Cheating
Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating.

It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he assists. The student also should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

Plagiarism
Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another source is guilty of plagiarism.

Due Process for Academic Misconduct

(a) Student Misconduct

1. A faculty member who has evidence that a student is guilty of cheating or plagiarism shall initiate the process of determining the student's guilt or innocence.
2. No penalty shall be imposed until the student has been informed of the charge and of the evidence upon which it is based and has been given an opportunity to present his defense.
3. If the faculty member finds the student guilty, he/she will assess a penalty within the class and shall promptly report the case in writing to the department chairman and the academic head of his/her school or division. The penalty shall be in accordance with the Actions section of Academic Due Process.
4. If the faculty member and the student cannot agree on the facts pertaining to the charge, or if a student wishes to appeal a penalty, the issue may be taken to the department chairman. Each party will present his case to the chairman who shall then call a meeting of all involved parties. If the issue is not resolved in the meeting with the chairman, then either party may appeal the decision to the academic head of the school or division and the decision of the academic head to the Dean of the Faculties who shall convene an *ad hoc* all-campus joint faculty and student academic review board from the appropriate academic disciplines, consisting of three faculty members appointed by the Faculty Council and two students appointed by the appropriate student body president.

(b) Faculty Misconduct

If a student believes that a faculty member has violated the Code of Academic Ethics, the student may initiate a complaint in accordance with the "Enforcement Procedures" specified in the Code of Academic Ethics. Such complaints should be brought to the attention of an appropriate chairman or dean, or to the Dean of the Faculties or his deputy; the Dean of the Faculties shall provide for confidential representations regarding such violations.

Actions

(a) A penalty affecting a student's grade in a course may be imposed by the faculty member in whose course the offense occurred. The faculty member is responsible for making proper notification to the department chairman concerned and to the academic head of the school or division, who shall report the action taken to the Dean for Student Services for inclusion in a confidential file designed to provide a record that will develop information con-

cerning students who have repeated offenses. For cases of repeated violation, the Dean for Student Services, after appropriate review with the Dean of Faculties, may initiate disciplinary action.

(b) In cases of student academic misconduct, the following actions are recommended:

1. A student's grade in a course will be lowered when the student is found guilty of dishonesty on any assignment, examination, or paper.
2. An incomplete may be given in the course in the event any case cannot be resolved before final grades are due in the Office of Records and Admissions.
3. Upon approval by the academic head of the school or division, the student may be transferred from the section in which the student is enrolled to another section of the same course.
4. Cases involving violations of academic ethics outside of a class, such as the selling of term papers, must be referred to the Dean for Student Services.
5. In cases where disciplinary violations under Section I, paragraph 13(a), have occurred simultaneously with violations of academic conduct, the Section I offense will be heard according to the procedures in Section II, Disciplinary Procedures.
6. By a two-thirds vote, the All-Campus Review Board [see 3.3(a) (4)] may recommend to the chief administrative officer of a campus that the student be disenrolled from the academic or professional school in which the student is enrolled.

(Board of Trustees action)

CALENDAR

Calendars on all campuses of Indiana University are to be constructed according to these guidelines:

1. In order that students may transfer from one to another campus of Indiana University without loss of time in the pursuit of their educational goals, the beginning and ending dates for semesters and major summer sessions will be approximately the same on all campuses to minimize overlap between two sessions at the various campuses.
2. A semester will contain at least 75 class days (15 weeks) of instruction, not including Saturdays and Sundays. The minimum number of class days of instruction for the various summer sessions will be as follows: five-week session—23 class days; six-week session—28 class days; eight-week session—38 class days; intensive session—13 class days. The usual three credit lecture class should meet for a minimum of approximately 2,000 minutes of instructional activity in each session.

3. A campus calendar committee, with the approval of its respective faculty, will determine the number and arrangement of days needed for student orientation, counseling, registration and final examinations.
4. Mid-term reports for each semester will be due on Friday of the eighth week of classes.
5. Thanksgiving recess, consisting of at least Thanksgiving Day and the following Friday, will be observed on each campus.
6. Following the ending of classes, an appropriate number of days may be reserved each semester for final examinations. At no time should the examination period for the First Semester end later than December 23.
7. The Spring recess should be no more than one week in length starting after a student's last class on Saturday and ending with a student's first class on the second Monday following. Spring recess should be scheduled near the middle of the Second Semester.
8. The University's Founders Day ceremony will be observed on the third Wednesday of April.*
9. The University Commencement Committee will coordinate the dates for Commencement Ceremonies so that the President and other key officials will be able to attend these ceremonies on each campus.
10. Independence Day is to be recognized as a recess day on each campus.
11. In order to facilitate the coordination of calendars within the Indiana University system, the calendar committee for a specific campus will inform and consult with the University Calendar Committee and obtain its approval for any exceptions to these guidelines, prior to recommending a calendar to its Faculty Council (or equivalent approving body).

*Classes at the Bloomington campus only will be dismissed at 9:30, 10:30, 11:30 and 12:30.

IV. Academic Services

AUDIO-VISUAL CENTER

The Audio-Visual Center is located in the north section of the Student Services Building on the Bloomington campus. Its services are available to all campuses and supplement services which are available on the local campuses. The Center consists of four divisions, with services as described within each division.

DIVISION OF MEDIA RESOURCES

Film Library

The library consists of more than 35,000 prints of educational motion pictures. The division welcomes suggestions from faculty members for desirable additions to this collection.

Requests for Service and Scheduling

The Center provides, at no direct cost to departments, University-owned films and other audio-visual materials in the library and provides equipment and operators for instructional use. Only where it is necessary to rent materials from other libraries is there a charge *to the budget of the department originating the request.*

On the Bloomington Campus, booking requests may be made by contacting Campus Services, Audio-Visual Center, by mail or telephone, 7-2105. On other campuses booking requests should be made through the Media Coordinator on each campus. Should a Coordinator not be available, booking requests may be made by either mailing your orders to Circulation Department, Audio-Visual Center, Student Services Building, Bloomington, or by a telephone call to the Bloomington Campus, 337-2105.

For other than instructional purposes, materials, equipment and operators are available to all University departments and organizations on a nominal service-charge basis.

Media Information and Reference Service
To facilitate the use of audio-visual materials for instruction and research, the reference and information files on motion pictures, filmstrips, recordings, and other materials are available either from the Center or from other educational and commercial libraries. An up-to-date evaluation file is kept of appraisals by instructors of the educational worth and technical quality of subjects used on the campus. Faculty members are encouraged to take advantage of the assistance of the Center's staff in planning for the use of audio-visual materials that correlate with or contribute to course offerings.

DIVISION OF INSTRUCTIONAL SERVICES
Design and Production Services
The Instructional Services Division of the Audio-Visual Center is set up to provide design and production services in the areas of audio, graphics, motion picture, and photography for projects relating to the teaching, research, and administrative functions of Indiana University.

In addition to the production services, the division is particularly concerned with serving as consultants to faculty and staff on any problems relating to production of visual or audio materials. Please contact the departments directly or through conveniently located sub-centers in Ballantine (7-6869), Business (7-9688), Education (7-4743), H.P.E.R. (7-3081), Jordan (7-6287), or Mitchell (7-1403).

Audio Studio 7-4688
The Audio Studio records various university events, student recitals, and meetings both in the studio and from remote locations such as the Music Building, the Auditorium, and the Musical Arts Center. In addition, sound tracks are recorded for slide sets, film strips, and films.

Graphic Arts Department 7-4047
The Graphic Arts Department can provide a full range of graphic materials such as layout and illustrations for publications, mounting of pictures and photographs, overhead transparencies, slides, charts, and posters.

Motion Picture Department 7-1938
The Motion Picture Department produces films on a wide variety of subject matter including documentation of campus events, research studies, and similar activities.

Photographic Lab 7-3062
Photographic services include photographs in black and white or color of persons, objects, performances, etc., either in our studios or on location. Additional service includes copying, photomicrography,

identification cards, Ektachrome processing, slide duplication, slide titles, and film strips. Over 40,000 negatives are on file covering a wide range of university activities over the past 25 years.

For production services, job time and materials are charged to the originating department, individual, or project. There is no charge for consultative and planning time.

Equipment and Operator Services
A second major function of the division is the provision of a full range of audio and visual equipment.

Campus Services 7-4688
The Campus Service unit provides projection and audio equipment and operators for both instructional use and other university-related activities.

There is no cost to the department for equipment and or operators provided for instructional use. For other than instructional purposes, there is a nominal service charge.

DIVISION OF DEVELOPMENT AND SPECIAL PROJECTS
The Division of Development and Special Projects offers a general consulting service in support of curriculum development. Any individual or group of faculty may request services. Projects include assistance with: partial and full course development, program development, instructional management, observation and critique of teaching procedures, and numerous others. Users of the service are encouraged to prepare requests in conjunction with the Division's staff. Commitments are routinely made at the beginning of Fall and Spring semesters.

DIVISION OF FIELD SERVICES
The Field Services Division includes product development, information dissemination, and distribution activities on behalf of Indiana University produced materials, and materials produced by public television and other educational agencies. The division develops special film or other media collections and provides an outlet for the dissemination of faculty designed non-print materials. The division welcomes suggestions from faculty members concerning potential collections that should be acquired for university use.

Bureau of Educational Studies and Testing
The Bureau provides machine scoring of tests for faculty, statistical analysis and class rostering, and assistance in using this information in developing better tests. Also, the Bureau is available to conduct evaluation on grant projects, and to advise faculty with scale construction and other evaluation services. The Bureau also administers

tests for vocational and personal counseling and for academic admissions and course placement.

Computing Network

The Indiana University Computing Network, described on pages 75-76, provides instructional, research, and administrative computing services for all campuses.

Conference Services

The University encourages and fosters the sponsorship of educational meetings, short courses, institutes and conferences. Normally, these educational activities cannot utilize facilities during times when the regular academic programs are making use of the same facilities. On the Bloomington campus, the Conference Bureau, a part of the School of Continuing Studies, makes arrangements for the use of university facilities and resources. On other campuses of the University, an Office of Continuing Education may be contacted for scheduling such activities.

International Services

International Services is a unit of the Office of International Programs for the Indiana University System. It serves as a coordinating body for many IU international activities and for foreign students and foreign faculty members. In addition to providing logistical support for projects such as those of IU itself or of the Midwest Universities Consortium for International Activities (MUCIA), it attends to immigration and visa matters for both foreign faculty members and foreign students. The office also schedules and makes arrangements for most foreign visitors to IU.

International Services counsels foreign students on matters related to cultural, educational, social and personal adjustment, handles all details concerning a foreign student's relationship to the U.S. government, his/her own government, and sponsoring agencies (including such matters as money-exchange permits, certificates of enrollment, and employment permits). Its activities, and those of the Bloomington Community Hospitality Committee at IUB, help promote contact between foreign students and Americans, both within the University and in the community. Counseling service is provided for United States students wishing to work, travel or study abroad.

All of these services are available to every campus of Indiana University. International Services prepares a periodic international newsletter for the faculty as well as one for foreign students. It also publicizes information on overseas fellowship and study-abroad opportunities, including Fulbright-Hays programs, Peace Corps Fellowships, foreign government awards, and reciprocal exchange programs such as those of DAAD (Federal Republic of Germany).

Overseas Study Programs
Indiana University encourages and operates programs at various international locations, for which University credit is granted. The University Overseas Study Committee, which draws members from each of the campuses, is empowered to review the content and logistics of all overseas programs.

As of mid-1976, the University's sponsored and approved programs include the following: Academic year programs in Bologna, Hamburg, Jerusalem, Lima, Madrid, Sao Paulo, Vienna and Strasbourg; Summer language programs in Mexico City, Bonn, and Dijon; a Summer program in Medieval Art History at Troyes; participation in consortia-operated programs for single semesters in Rome, Singapore, Rennes, Seville, Paris, and Leningrad; Continuing Education programs in Edinburgh, Cuernavaca, and Bermuda; a Summer Political Science Study Seminar in the Middle East; a Summer Study program in Education. In addition, the University maintains individualized exchange programs with various universities and research institutes in Europe, South America, and Japan.

Scholarships and Financial Aids Offices
All forms of financial assistance for undergraduates, including scholarships, grants-in-aid, long- and short-term loans, and student employment, are administered by these offices. Financial planning and counseling services are available to both students and parents. Only loans and part-time employment are available to graduate students through this office (except students in the health professions and nursing). All students with financial need, regardless of grade-point average, should be referred to the Office of Scholarships and Financial Aids.

University Libraries
The University Libraries, described on pages 76-77, provide academic services on all campuses.

University Press
Services of the Indiana University Press are described on page 77.

University Publications
The Office of University Publications, with its staff of editors, designers, and printing production specialists, is equipped to assist all departments and divisions of the University with the writing, editing, and design of all types of printed materials. Policies concerning University publications are worked out by the Committee on University Publications.

Nearly every department of the University at some time needs the services of the Publications Office in the preparation of either informa-

tional or promotional literature—new curriculum and program announcements, recruiting brochures, posters, bulletins, schedules, handbooks, departmental forms and letterheads, advertising copy and layout, and other printed pieces, all designed to serve the best interests of the different academic units.

Before planning the details of a publication, discussion of the general plan with the Director of Publications is recommended. This office will help with copy and layout to make certain that the product is kept within budgetary limits and delivered on the desired date. Working with the Publications Office in the early planning stages of a job can save time and effort.

The University's printing facilities, which are under the supervision of the Director of Publications, provide for quality reproduction by letterpress, large or small offset, multilith, mimeograph, etc. Jobs that will not be printed at the University are given out on bid to capable commercial printers. Printing specifications for these jobs are prepared in the Publications Office and processed through the Purchasing Department.

University Relations Office/University News Bureau

The Office of University Relations is responsible for coordinating and implementing the public relations policy on all campuses of the University System by: 1) Informing the public of the activities and accomplishments of faculty, students, and staff, and 2) Informing the University community of the needs, desires, and reactions of the public.

There are News Bureaus at Bloomington and Indianapolis, and Assistants to the Chancellors for University Relations on the regional campuses. Their responsibilities include the issuance of news releases and the use of other forms of communication to serve the public through the news media. For the widest dispersal of information these units of University Relations should be kept informed by the faculty of news-worthy activities and events—in advance if possible. In addition, the University Relations Office maintains liaison with the General Assembly, the National Congress, and statewide business, professional, service, civic and special interest groups; coordinates special events; writes and/or edits special publications such as *Your University* for parents, alumni, and opinion leaders, *I.U. Newspaper*, *Fact Books*, and staff communications; and is available for public relations counseling of individuals and organizations within the University family.

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